FTA

FEDERAL TRANSIT ADMINISTRATION

FTA Transit Award Management System (TrAMS) User Guide

Vol 8, Reports

Recipient User Guide

Version 1.3

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DEPARTMENT OF TRANSPORTATION
UNITED STATES OF AMERICA

Document Revision History

Revision History	Date	Summary of Changes	Author
1.0	02/17/2016	Initial draft	Alison Cubero, Pamela Bruffy, Mark Choi
1.1	06/10/2016	Updates to Screen shots and adding content	Pamela Bruffy
1.2	06/21/2017 – 12/15/2017	Separated reports section to independent volume. Added overview. Reformatted content and updated screenshots. Added Disbursement Report.	CollabraLink
1.3	1/26/2018	Changed the volume number to reflect updated TOC	CollabraLink

2 Reports

2.1 Overview

TrAMS includes a suite of reports that support application management and financial activities to include activities such as reviewing application statuses and budget information at various levels of detail. Most TrAMS reports are accessible by both recipient organization users and FTA users although the level of detail each user type can see may vary by report. This document describes reports available to both recipient and FTA users. TrAMS reports are downloadable as Microsoft Excel formatted files.

All TrAMS reports can be categorized into one of two groups:

1. **User Generated Dynamic Reports**
   Dynamic reports allow the user to select report filter criteria. They are generally found using the 'Actions' tab, and, in some cases, the 'Reports' tab. For dynamic reports, recipient users will only be able to see data specific to their recipient organizations. Recipients who belong to more than one organization, will be able to see data for each of those organizations. FTA users will be able to see data across all Cost Centers.

2. **Historical Static Reports**
   Historical (static) reports are generated each night by the TrAMS system and stored on the 'Records' tab. Static reports provide a daily snapshot of the same information available in the dynamic reports. Static report data is cumulative, beginning on the first day of the Federal Fiscal Year (October 1st) and ending on the day prior to the report generated date. For example, a static report dated May 30, 2018 will contain data for October 1, 2017 through May 29, 2018. Static reports have no filter criteria applied and will contain data for all Cost Centers and all recipient organizations. Static reports are useful for comparing information across time periods.

The current TrAMS report suite includes 11 reports accessible to be recipient and FTA users. These reports are listed in Table 1: TrAMS Reports below. The remainder of this document describes the available reports, how to access them, and what filters can be applied when generating the reports. The specific data output in each report file is described in the Appendix.

Table 1: TrAMS Reports

Report Name	Report Content	Dynamic Location	Static Location
1) Application Budget by ALI Report	Budget activity line item (ALI) data for original awards and amendments	Actions Tab	Records Tab
2) Application Budget Report	Application-level budget details, disbursement amounts, and milestone dates at the award level	Actions Tab	Records Tab
3) Application by Status Report	Application and award statuses for grants and cooperative agreements	Actions Tab	Records Tab
4) Disbursement Report	Individual disbursements and/or refund amounts for an award	Reports Tab	-N/A-

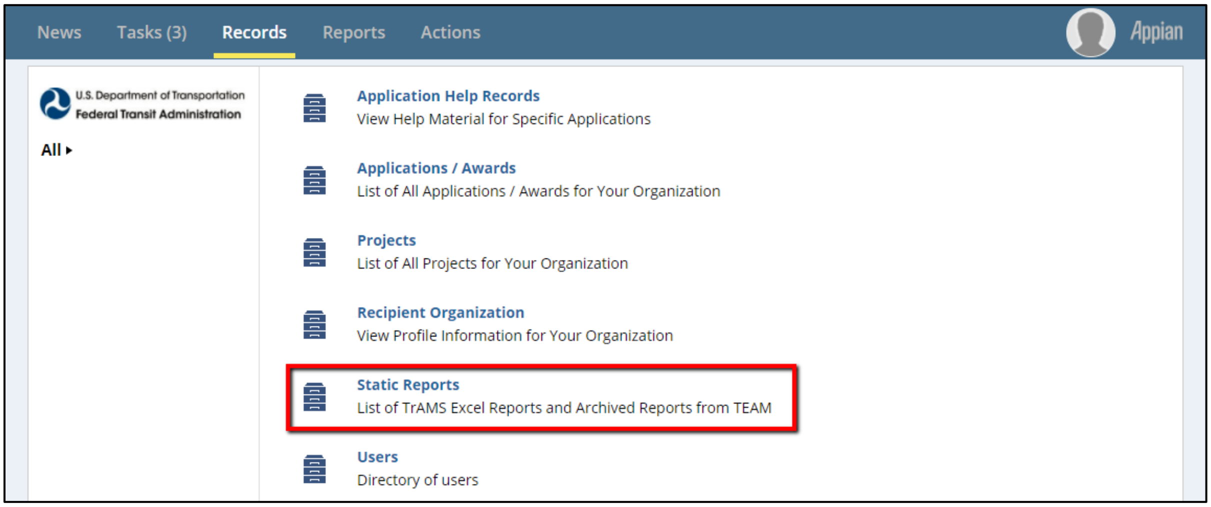
Report Name	Report Content	Dynamic Location	Static Location
5) Discretionary Allocation Detail Report	Application and award information for grants and cooperative agreements that contain discretionary and/or earmark allocations	Actions Tab	Records Tab
6) FFR Detail Report	Information on Federal Financial Reports (FFRs) including the report status and the financial information reported by the recipient	Actions Tab	Records Tab
7) Discretionary and Earmark Allocation Report	Statuses of discretionary program allocations and earmarks included in Congressional appropriations	Actions Tab	Records Tab
8) MPR Detail Report	Information on Milestone Progress Reports (MPRs) including the report status and the information reported by the recipient	Actions Tab	Records Tab
9) Project Budget Report	Budget details for applications, original awards, and amendments on a project level	Actions Tab	Records Tab
10) Project Scope Budget Report	Budget details for applications, original awards, and amendments on a scope level	Actions Tab	Records Tab
11) Recipient POC Detail Report	Points of Contact (POC) for a recipient organization	Actions Tab	Records Tab

2.2 Static Reports – Records Tab

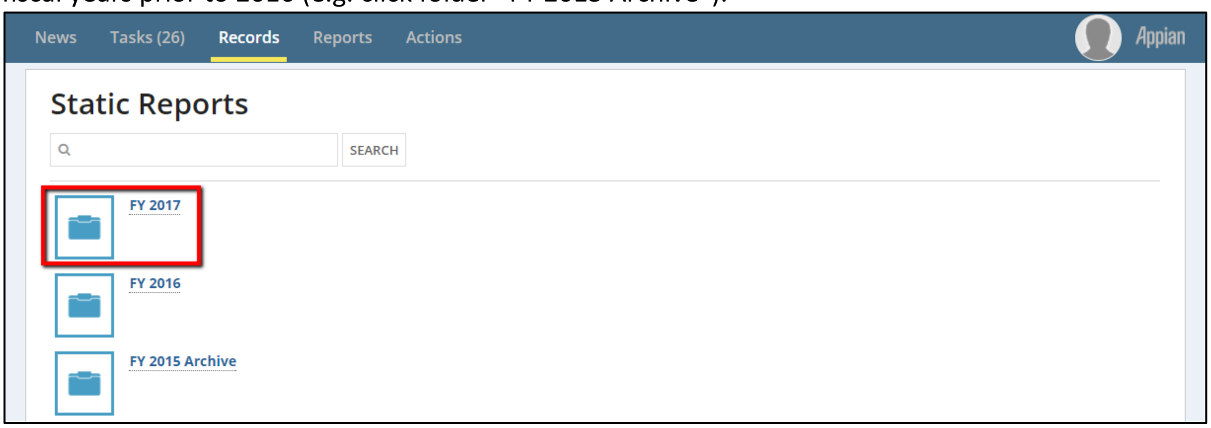
Static reports are accessed from the 'Records' tab. Static reports are stored by fiscal year, report name, month, and day. Reports are generated on a nightly basis and are cumulative starting with the first day of the fiscal year (October 1). Static reports have no filter criteria applied and show data for all Cost Centers and recipient organizations.

To access a historical static report:

1) Go to the ‘Records’ tab and click on ‘Static Reports’.

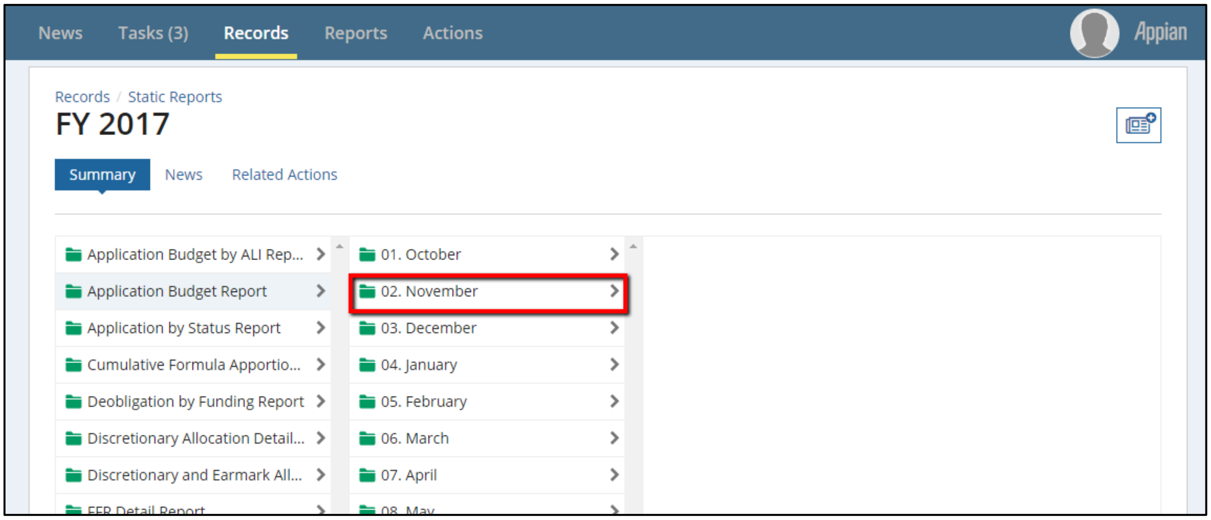


2) Select the fiscal year for the static report you wish to view. Archived data from TEAM is available for fiscal years prior to 2016 (e.g. click folder “FY 2015 Archive”).

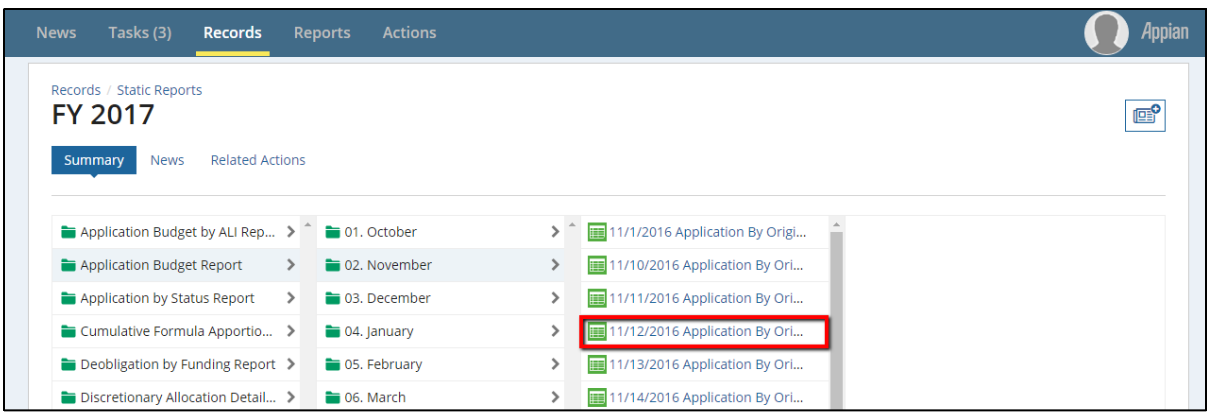


3) A list of all available static reports will display. Click on the desired report name (e.g. ‘Application Budget Report’).

4) A list of months will display in federal fiscal year order (October – September). Click on the desired month.



5) The list of available reports by day will display. Click a report link to download a copy and save to your local environment. All reports are Microsoft Excel formatted.



2.3 Dynamic (User Generated) Reports

User generated reports or “dynamic” reports are accessed from either the ‘Actions’ tab or the ‘Reports’ tab. Dynamic reports allow the user to apply search criteria to limit report results.

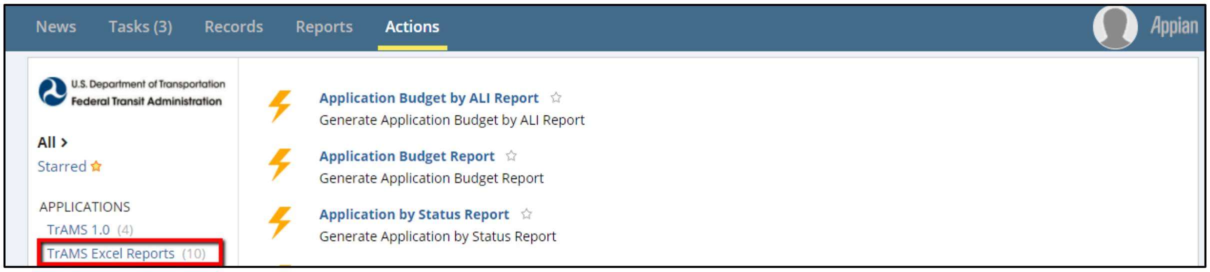
2.3.1 Actions Tab

Reports on the ‘Actions’ tab are listed along with other actions in the menu. You may either scroll down the page until you find the desired report link or you can filter the full list of available actions by clicking the ‘TrAMS Excel Reports’ filter on the left-hand navigation pane.

2.3.1.1 Report Filter

To apply the action filter from the 'Actions' tab so that only report links are visible:

1) Go to the Actions tab and click the 'TrAMS Excel Reports' link on the left-hand navigation pane.

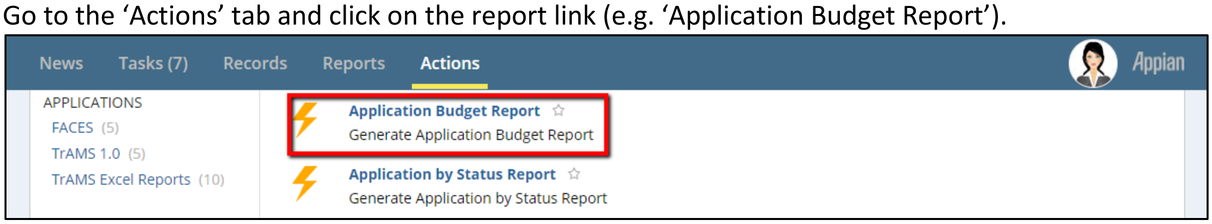


2) Once the filter is applied, only the available Excel reports will be visible. The exact list of reports will depend on your user roles in TrAMS.

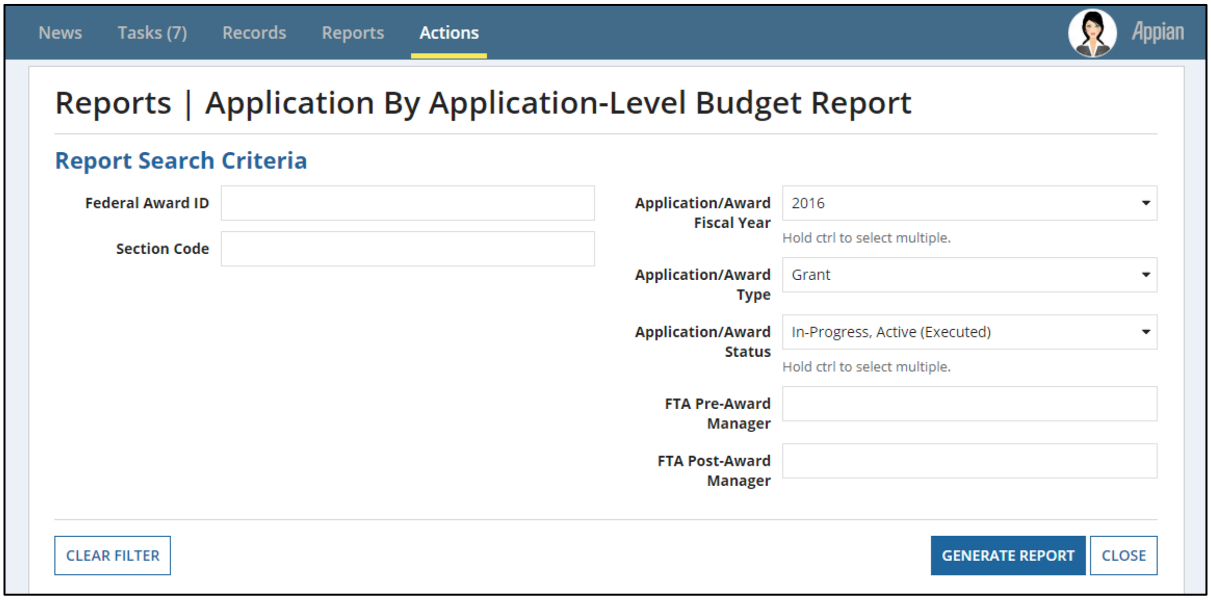
2.3.1.2 How to Generate a Dynamic Report

Each report available on the 'Actions' tab is generated in a similar fashion. The following set of steps can be applied generically to generate any dynamic report on the 'Actions' tab:

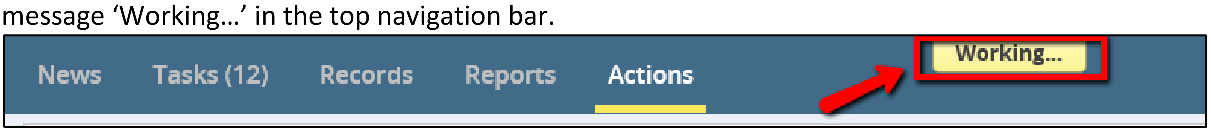
1) Go to the 'Actions' tab and click on the report link (e.g. 'Application Budget Report').



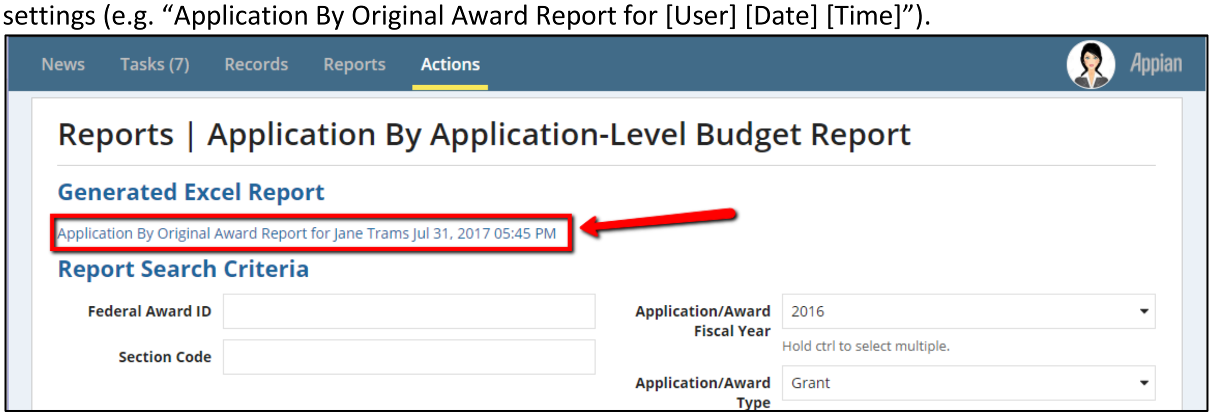
2) Wait for the report form to open and then enter any applicable search criteria. Depending on the report, select search fields may require inputs before the report can be generated. See section 2.3.1.4 Search Criteria Types for information about each search field type.



3) Click the 'Generate Report' button. Report generation time will vary depending on the report type and the amount of underlying data. While the system is creating the report, you will see the message 'Working…' in the top navigation bar.

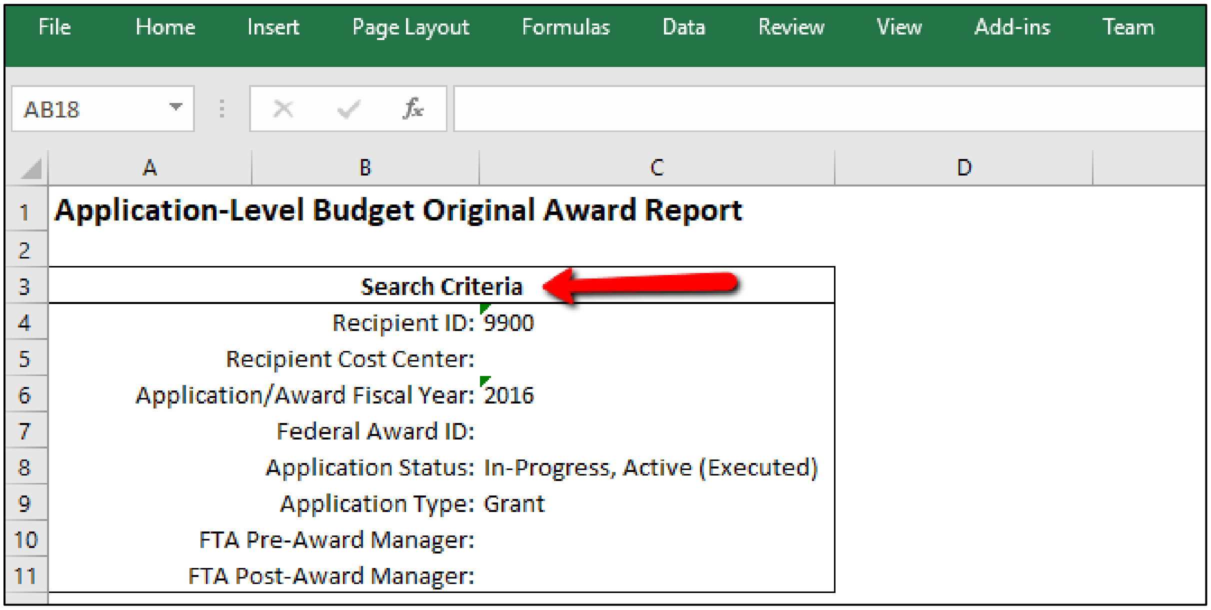


4) Once the report has generated, a report link will appear at the top of the report form. The date and timestamp shown in the link title will match the time zone specified by the user in the user's profile settings (e.g. "Application By Original Award Report for [User] [Date] [Time]").



Note: When generating successive reports, be sure the 'Working' message has disappeared prior to clicking the link, otherwise you will download the previous report. The link for a report is not refreshed until the 'Working' message disappears.

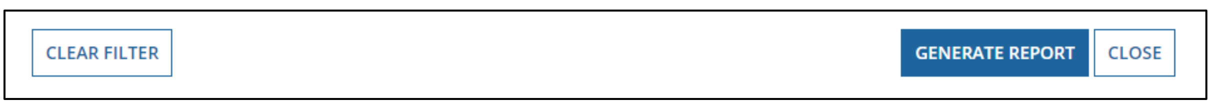
5) Click on the report link to download the report. The report will be Microsoft Excel formatted. The search criteria applied will be listed in the header section of the report.



2.3.1.3 Standard Form Buttons

The dynamic report forms on the 'Actions' tab may contain one or more of the following standard buttons:

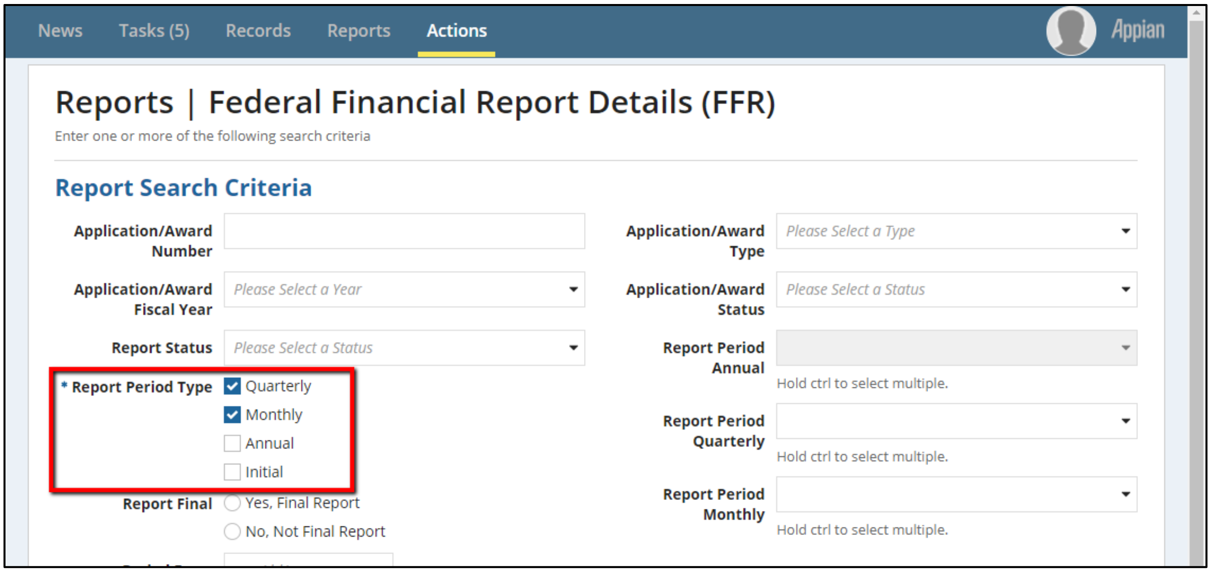
1) **Clear Filter:** Click the 'Clear Filter' button to clear all search criteria entered in the search filters.
2) **Generate Report:** Click the 'Generate Report' button to run the report.
3) **Close:** Click the 'Close' button to close the report form.



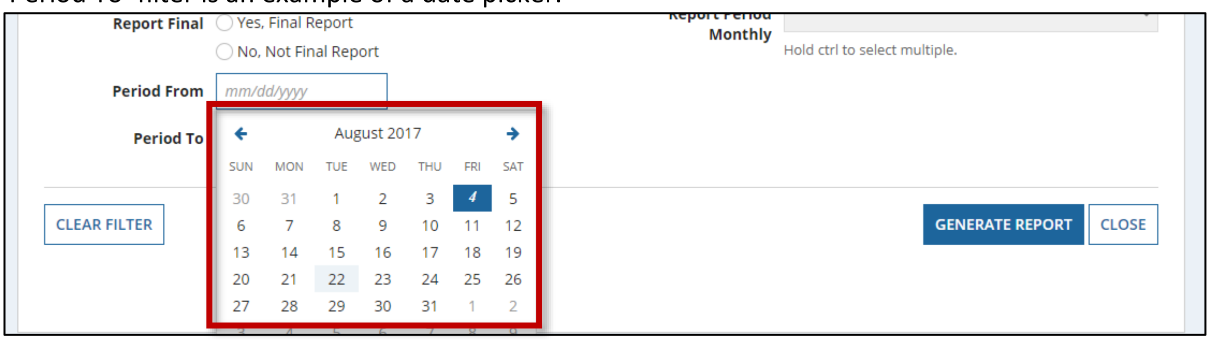
2.3.1.4 Search Criteria Types

Each dynamic report form will contain one or more search criteria. Required search criteria will be indicated on the form by a blue asterisk '*'. Search criteria filters may be of the following types:

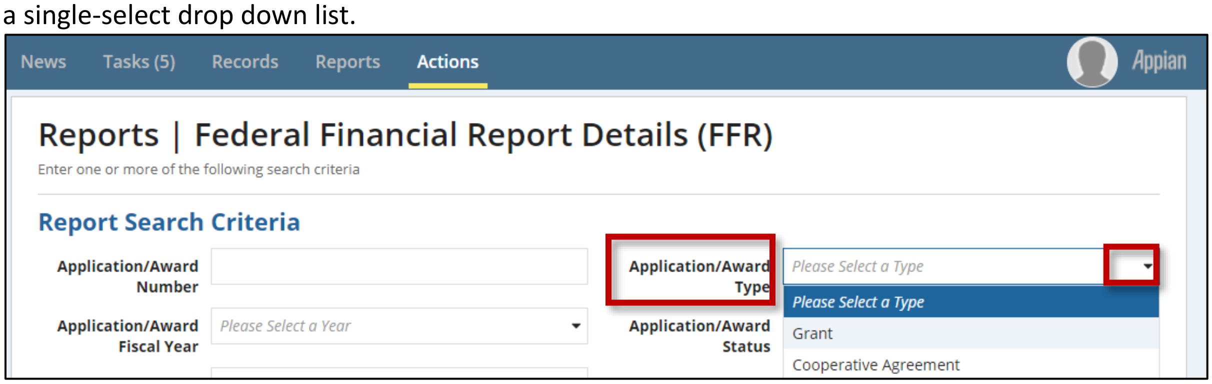
1) **Checkbox:** Checkboxes are used when zero, one or more items can be selected from a small list (usually <5 items). Each item has its own checkbox that can be selected or deselected independent of the other items in the list. On the 'FFR Detail Report', the 'Report Period Type' search criterion is an example of a checkbox field.

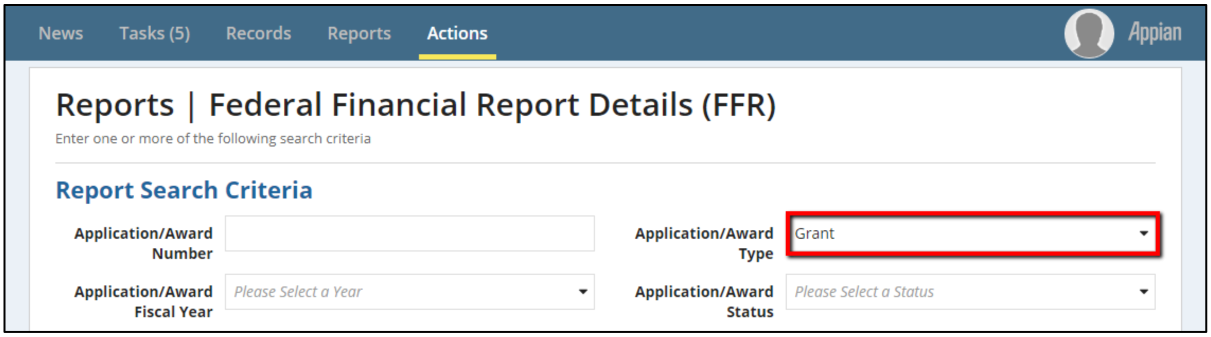


2) Date Picker: Clicking on a date picker field will open a calendar from which a single date can be selected. You may also directly type in a date in the field's entry box. On the 'FFR Detail Report', the 'Period To' filter is an example of a date picker.

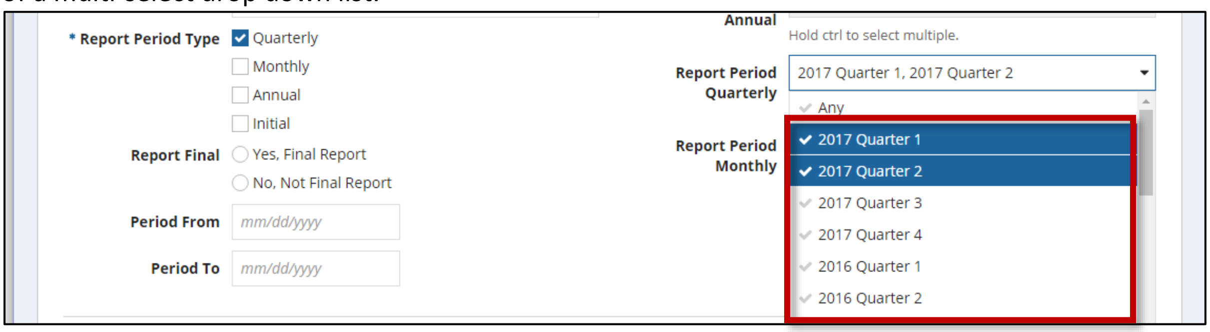


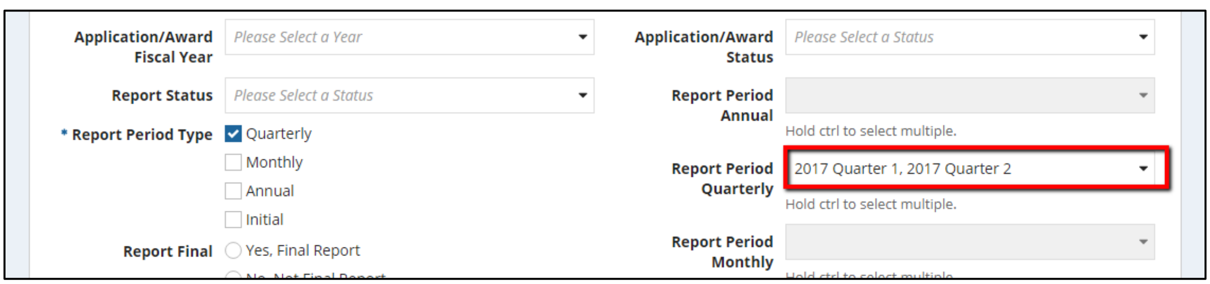
3) Drop Down (Single-Select): A single-select drop down field is list of items that expands when the user clicks in the field. Only one item can be selected from the list. The selected item will be visible in the form field box. On the 'FFR Detail Report', the 'Application/Award Type' filter is an example of a single-select drop down list.



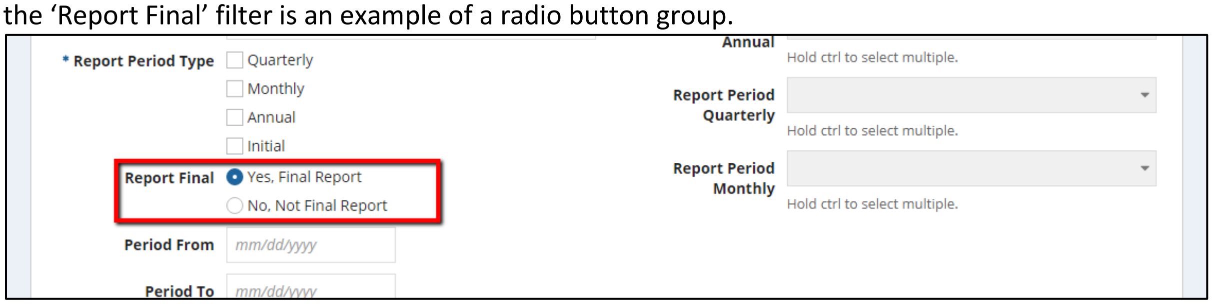


4) **Drop Down (Multi-Select):** A multi-select drop down field also appears as a list of items that expands when the user clicks in the field. In this case, multiple items can be selected from the list (click an item to select it). Selected items will appear to be highlighted within the drop down and will be listed in the field box. On the 'FFR Detail Report', the 'Report Period Monthly' filter is an example of a multi-select drop down list.

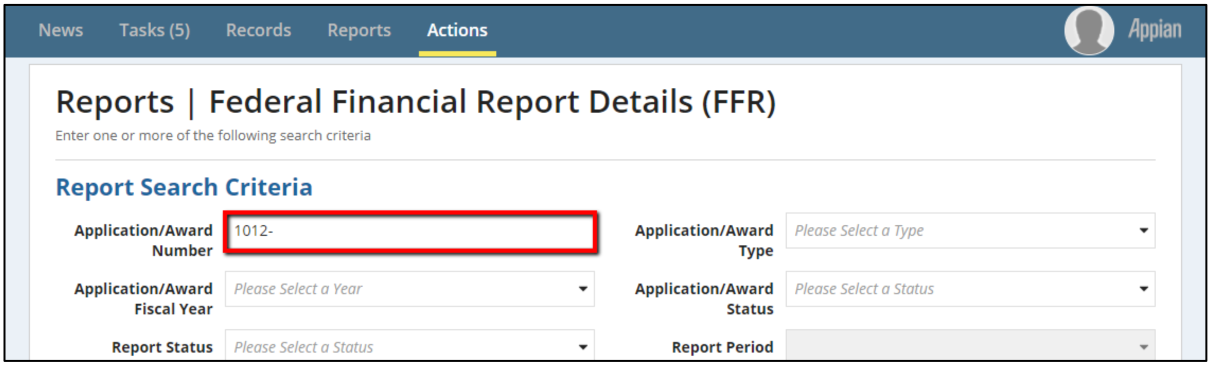




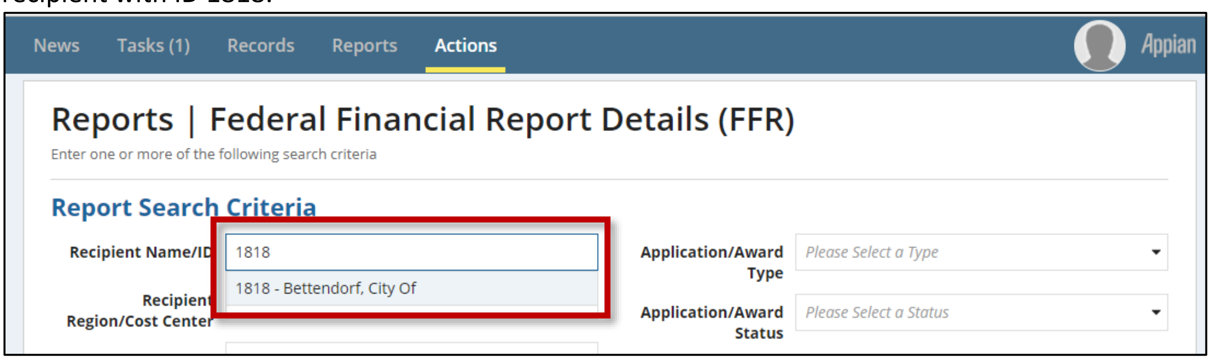
5) **Radio Button:** Radio button groups are used when a user can select only one (1) item from a short list (usually <5 items). The selected radio button will appear highlighted. On the 'FFR Detail Report', the 'Report Final' filter is an example of a radio button group.

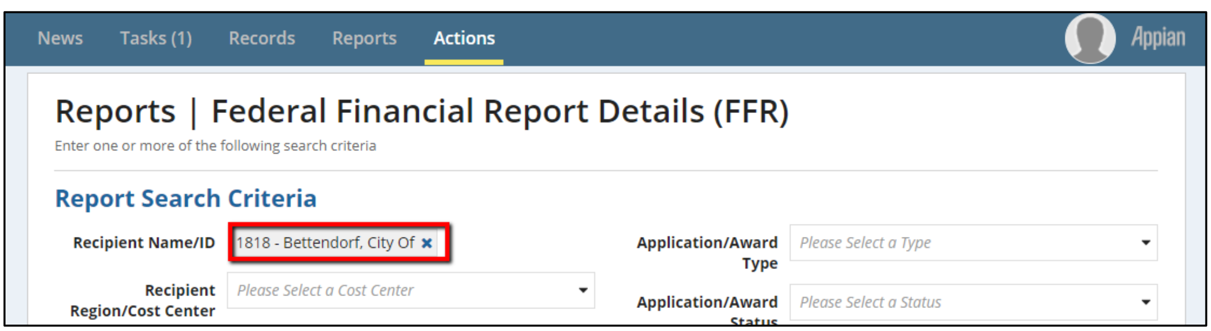


6) **Text:** A text field search filter allows the user to enter free text. On the ‘FFR Detail Report’, the ‘Application/Award Number’ filter is an example of a text field.



7) **Type Ahead:** Type-ahead fields are similar to text fields but search for matching inputs as the user types. The user will then be prompted to select from search results that match what was typed. A matching item that was selected can be unselected by clicking the “x”. Type ahead fields will be more common for FTA user views of the report forms where a recipient ID may need to be selected from the full list of recipients. On the FTA version of the ‘FFR Detail Report’, the ‘Recipient Name/ID’ filter is an example of a type-ahead field. Typing the number ‘1818’ prompts the user to select the recipient with ID 1818.





2.3.2 Reports Tab

Reports on the 'Reports' tab are accessed by clicking on the report name link. While only a limited number of reports are currently available on the 'Reports' tab, additional reports from the 'Actions' tab are expected to be transferred over time. The following reports can be found under the Reports Tab by both FTA and recipient users:

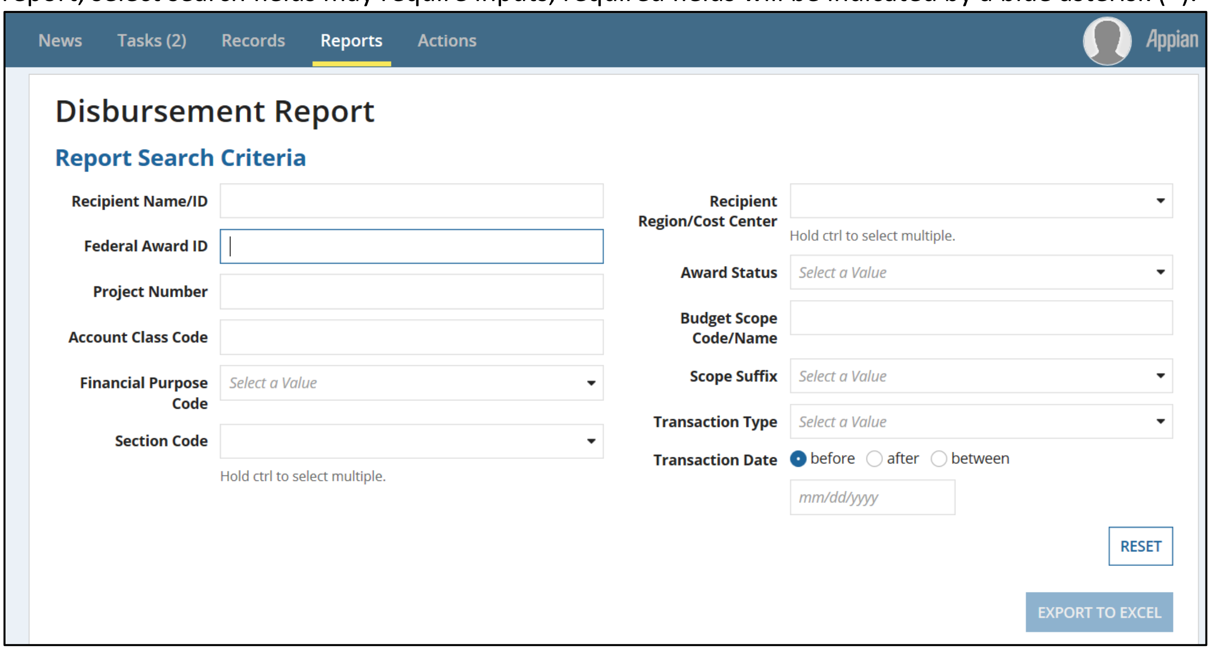
Disbursement Report

User Details Report – *See the FACES User Guide.*

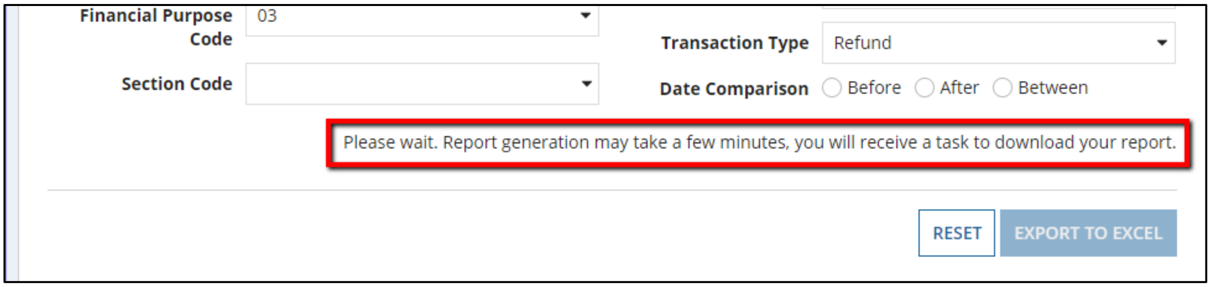
To generate a report from the 'Reports' tab:

1) Click on the report link (e.g. 'Disbursement Report').

2) Wait for the report form to open and then enter any applicable search criteria. Depending on the report, select search fields may require inputs, required fields will be indicated by a blue asterisk (*).

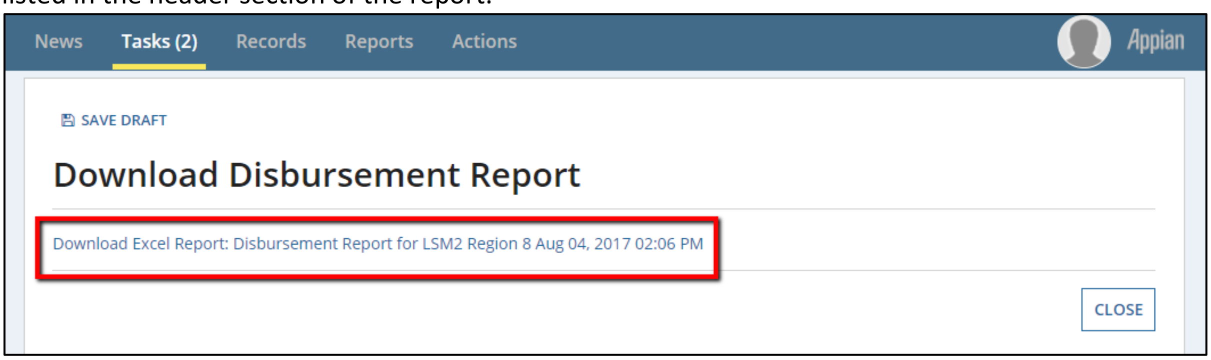


3) Click the 'Export to Excel' button. A message will appear stating that the report is being generated.



4) Once the report has generated, you will receive a task to download the report. Go to the Tasks tab and select the task.

5) Click on the report link to download the report. The report will be Microsoft Excel formatted and the title will include the date and time that the report was generated. The search criteria applied will be listed in the header section of the report.



Note: Clicking the 'Close' button on the Task form completes the download task whether or not you have downloaded the report. If you close the form before downloading the report, you will have to regenerate the report.

2.4 Available Reports

This section describes each of the TrAMS reports including a short description of the report data generated, search criteria available for dynamic reports, and file links and names. Search criteria fields annotated with a 'FTA Only' indicate criteria only visible to FTA users and, in some cases, recipient users associated with multiple Recipient organizations. Within this document, required search criteria on dynamic reports are annotated by bolded font and an asterisk '*' (e.g. **Fiscal Month***).

When reviewing report data, note that some report fields may not be populated for applications or awards migrated from TEAM. For example, Pre-Award and Post-Award information is only available for

TEAM awards amended in TrAMS if managers have been assigned. This information is not available for applications or awards migrated from TEAM without an additional activity.

2.4.1 Application Budget by ALI Report

2.4.1.1 Description

The 'Application Budget by ALI Report' displays budget activity line item (ALI) data for original awards and amendments. The report allows users to view and track ALI level budget details and key milestone dates for an original award and amendments on those awards.

2.4.1.2 Report Locations

1) Dynamic Report:
    a) Go to the Actions tab.
    b) Click the 'Application Budget by ALI Report' link.
2) Static Report:
    a) Go to the Records tab.
    b) Click the 'Static Reports' folder.
    c) Click the desired year.
    d) Click the 'Application Budget by ALI Report' link.

2.4.1.3 Dynamic Report Search Criteria

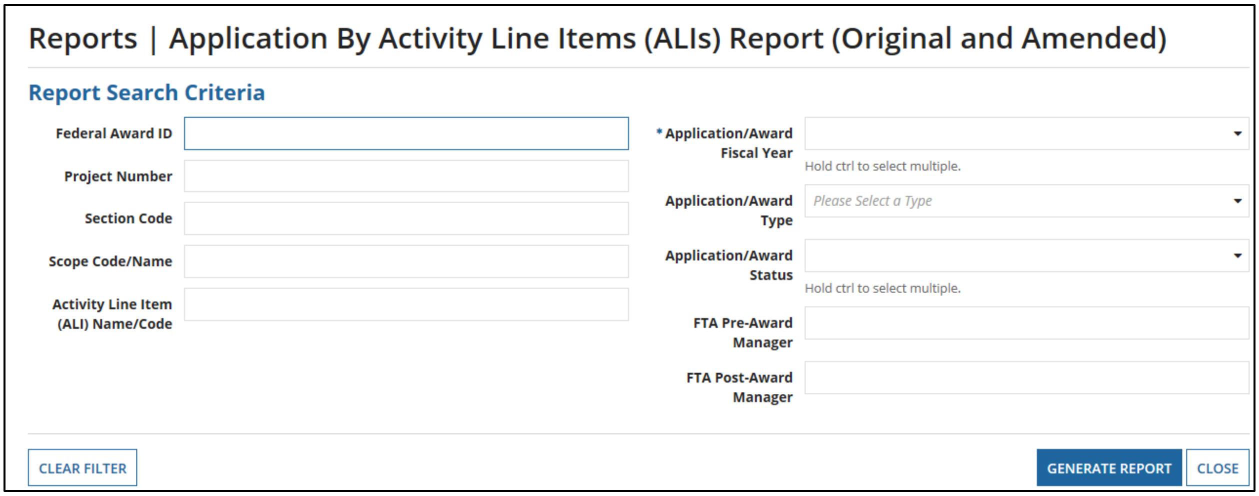
The following search criteria can be applied to the 'Application Budget by ALI Report':

1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Section Code
6) Scope Code/Name
7) Activity Line Item (ALI) Name/Code
8) **Application/Award Fiscal Year***
9) Application/Award Type
10) Application/Award Status
11) FTA Pre-Award Manager
12) FTA Post-Award Manager

*** Indicates required search criteria**.

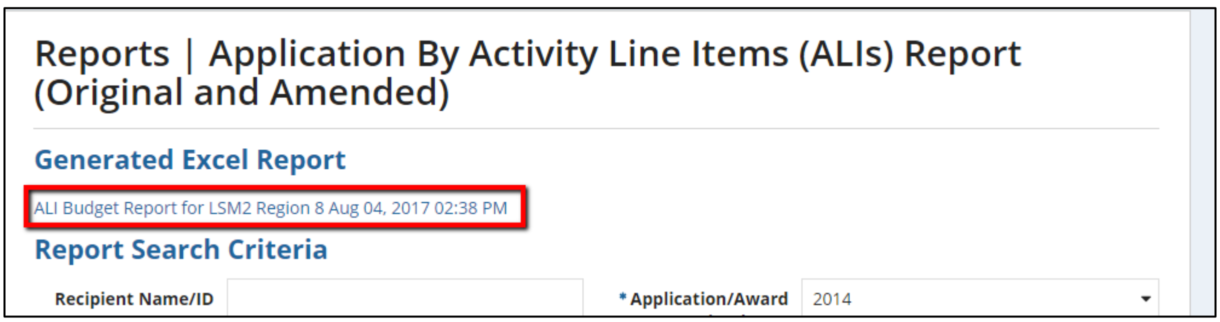
2.4.1.4 Actions Tab Report View

The 'Application Budget by ALI Report' form appears as follows:



2.4.1.5 Dynamic Report Link

Report Link Text: ‘ALI Budget Report for [User] [Date]’



2.4.1.6 File Names for Downloaded Reports

- Dynamic Report File: “Application By Original Award Report for [User] [Date].xlsx”
- Static Report File: “[mm]-[dd]-[yyyy] Application Budget by ALI Report.zip”

2.4.2 Application Budget Report

2.4.2.1 Description

The ‘Application Budget Report’ allows users to view and track application-level budget details, disbursement amounts, and key application milestone dates for original awards and amendments at an award level.

2.4.2.2 Report Locations

1) Dynamic Report:
   a) Go to the Actions tab.
   b) Click the ‘Application Budget Report’ link.
2) Static Report:
   a) Go to the Records tab.

b) Click the ‘Static Reports’ folder.
c) Click the desired year.
d) Click the ‘Application Budget Report’ link.

2.4.2.3 Dynamic Report Search Criteria

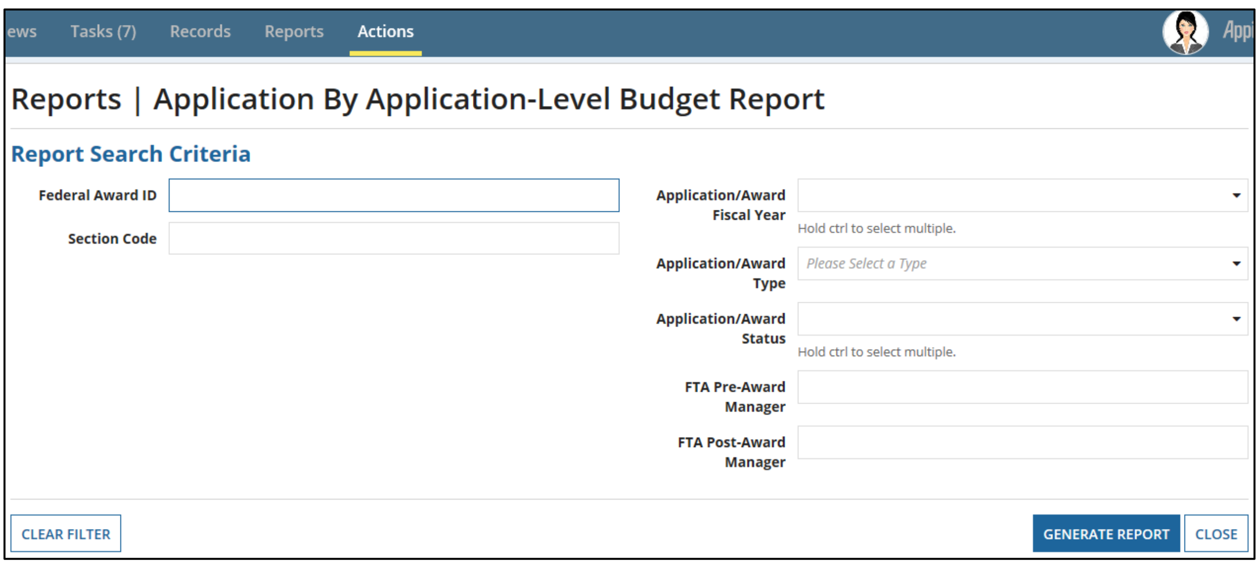
The following search criteria can be applied to the ‘Application Budget Report’:

1) Recipient Name/ID FTA Only
2) **Recipient Region/Cost Center FTA Only***
3) Federal Award ID
4) Section Code
5) Application/Award Fiscal Year
6) Application/Award Type
7) Application/Award Status
8) FTA Pre-Award Manager
9) FTA Post-Award Manager

*** Indicates required search criteria**.

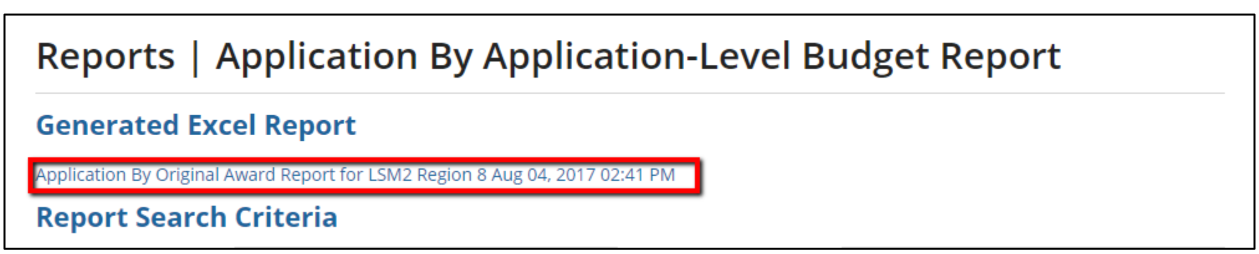
2.4.2.4 Form View

The ‘Application Budget Report’ form appears as follows:



2.4.2.5 Dynamic Report Link

Report Link Text: ‘Application By Original Award Report for [User] [Date]’



2.4.2.6 File Names for Downloaded Reports

- Actions Tab: "Application By Original Award Report for [User] [Date].xlsx"
- Records Tab: "[Date] Application By Original Award Report.xlsx"

2.4.3 Application by Status Report

2.4.3.1 Description

The 'Application by Status Report' lists the status of grant and cooperative agreements for applications and awards. This report can be used to determine reviews that have taken place and reviews still required.

2.4.3.2 Report Locations

1) Dynamic Report:
   a) Go to the Actions tab.
   b) Click the 'Application by Status Report' link.
2) Static Report:
   a) Go to the Records tab.
   b) Click the 'Static Reports' folder.
   c) Click the desired year.
   d) Click the 'Application by Status Report' link.

2.4.3.3 Dynamic Report Search Criteria

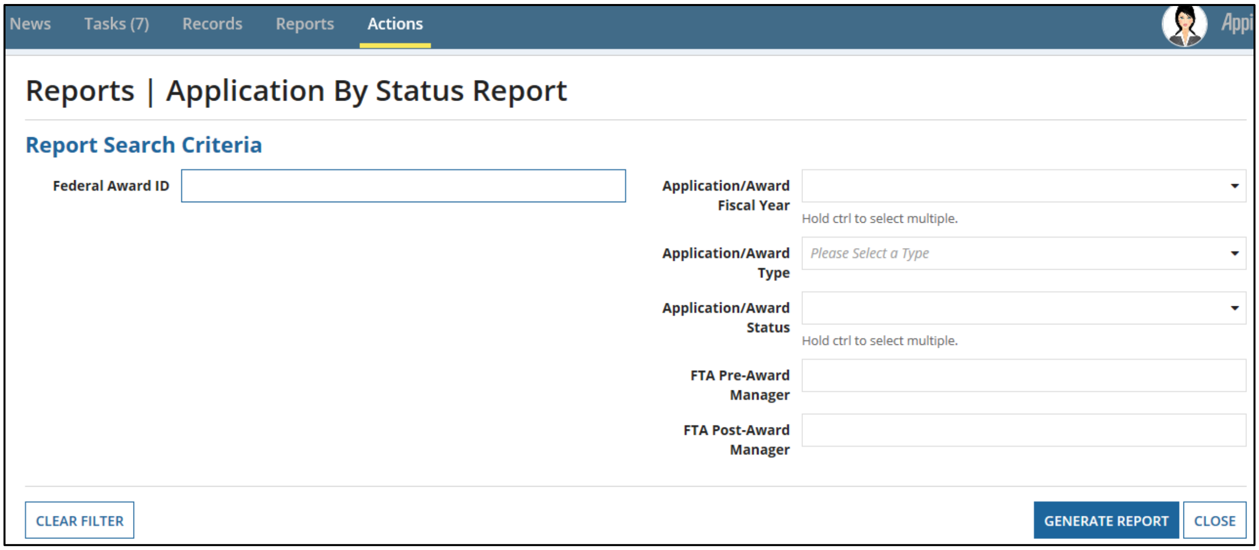
The following search criteria can be applied to the 'Application by Status Report':

1) Recipient Name/ID FTA Only
2) **Recipient Region/Cost Center FTA Only***
3) Federal Award ID
4) Application/Award Fiscal Year
5) Application/Award Type
6) Application/Award Status
7) FTA Pre-Award Manager
8) FTA Post-Award Manager

*** Indicates required search criteria**.

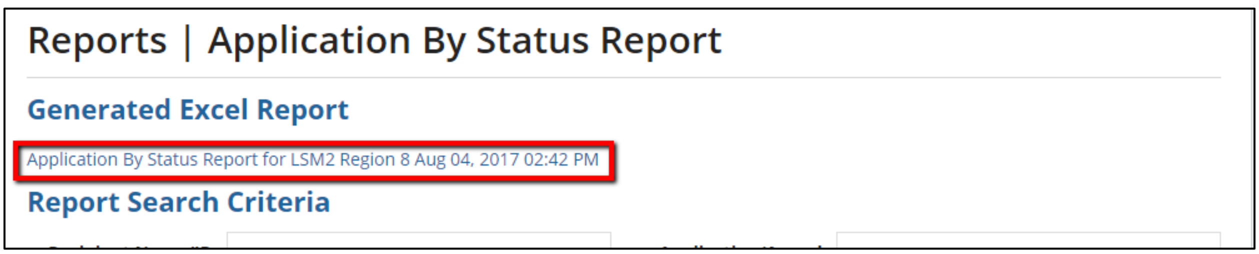
2.4.3.4 Form View

The 'Application by Status Report' form appears as follows:



2.4.3.5 Dynamic Report Link

Report Link Text: 'Application by Status Report for [User] [Date]'



2.4.3.6 File Names for Downloaded Reports

- Actions Tab: "Application by Status Report for [User] [Date].xlsx"
- Records Tab: "[Date] Application by Status Report.xlsx"

2.4.4 Disbursement Report

2.4.4.1 Description

The 'Disbursement Report' allows users to query individual disbursements and/or refunds for an award. While other reports in TrAMS show a single, cumulative disbursement amount per grant or project, this report displays each disbursement and refund processed. Search fields include account class code, financial purpose code, and section code.

For grants awarded in TrAMS, users can also query for disbursements on individual projects within the award and on individual budget scope codes within the projects. For reports run on grants awarded in TEAM, the fields for budget scope code, scope name, and scope suffix will be blank as this information is only tracked for awards made in TrAMS. Additionally, the report will only generate data for grants where disbursements have taken place. If an application has not reached 'Awarded/Executed Status' or if no disbursements have occurred, the report will not return any information for that award.

Note: It may take several minutes to generate a report when the search criteria entered are broad and produce large amounts of data.

2.4.4.2 Report Locations

1) Dynamic Report:
   a) Go to the Reports tab.
   b) Click the ‘Disbursement Report’ link.
2) Static Report: No static report version exists for the ‘Disbursement Report’.

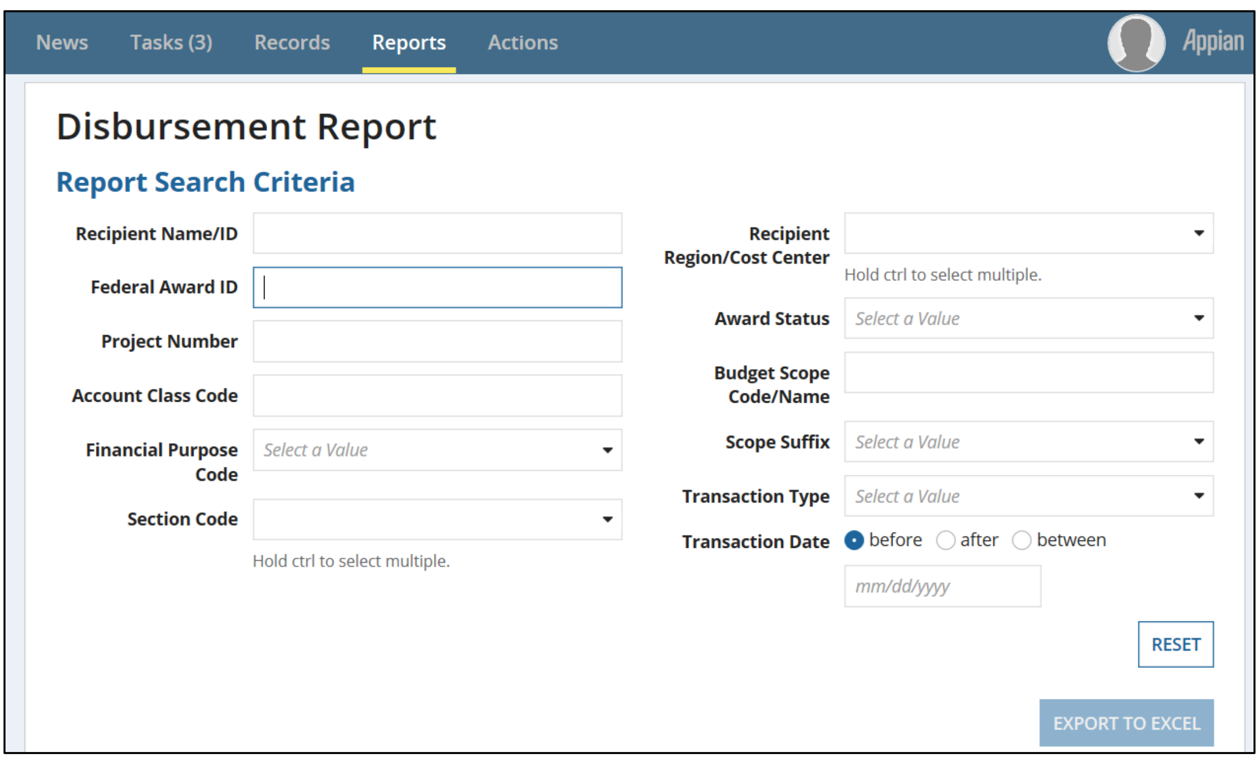
2.4.4.3 Dynamic Report Search Criteria

The following search criteria can be applied to the ‘Discretionary Allocation Detail Report’:

1) Recipient Name/ID FTA Only
2) Federal Award ID
3) Project Number
4) Account Class Code
5) Financial Purpose Code
6) Section Code
7) Recipient Region/Cost Center FTA Only
8) Award Status
9) Budget Scope Code/Name
10) Scope Suffix
11) Transaction Type
12) Transaction Date

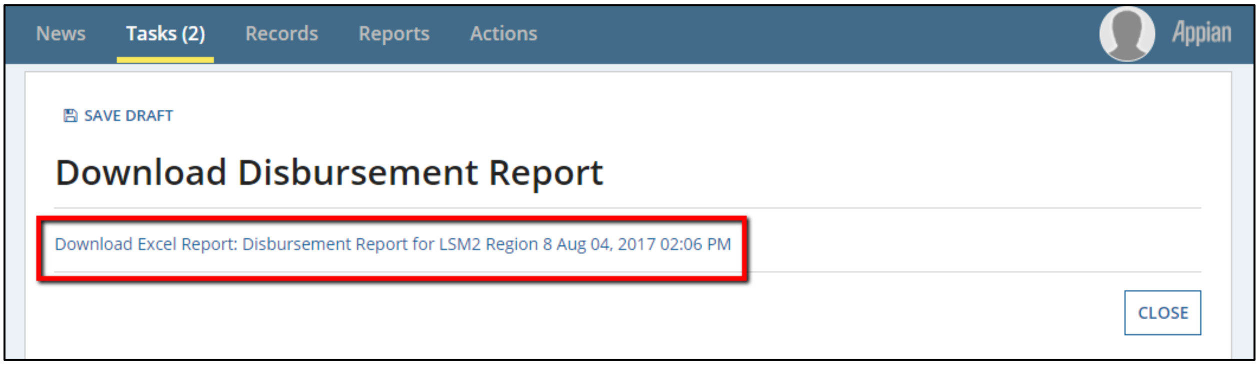
2.4.4.4 Form View

The ‘Disbursement Report’ form appears as follows:



2.4.4.5 Dynamic Report Link

Report Link Text: ‘Download Excel Report Disbursement Report for [User] [Date]’



2.4.4.6 File Names for Downloaded Reports

- Reports Tab: “Disbursement Report for [User] [Date].xlsx”

2.4.5 Discretionary Allocation Detail Report

2.4.5.1 Description

The ‘Discretionary Allocation Detail Report’ provides application/award information for grants and cooperative agreements that contain discretionary and/or earmark allocations, including status and if the funds have been awarded.

2.4.5.2 Report Locations

1) Dynamic Report:
   a) Go to the Actions tab.
   b) Click the ‘Discretionary Allocation Detail Report’ link.
2) Static Report:
   a) Go to the Records tab.
   b) Click the ‘Static Reports’ folder.
   c) Click the desired year.
   d) Click the ‘Discretionary Allocation Detail Report’ link.

2.4.5.3 Dynamic Report Search Criteria

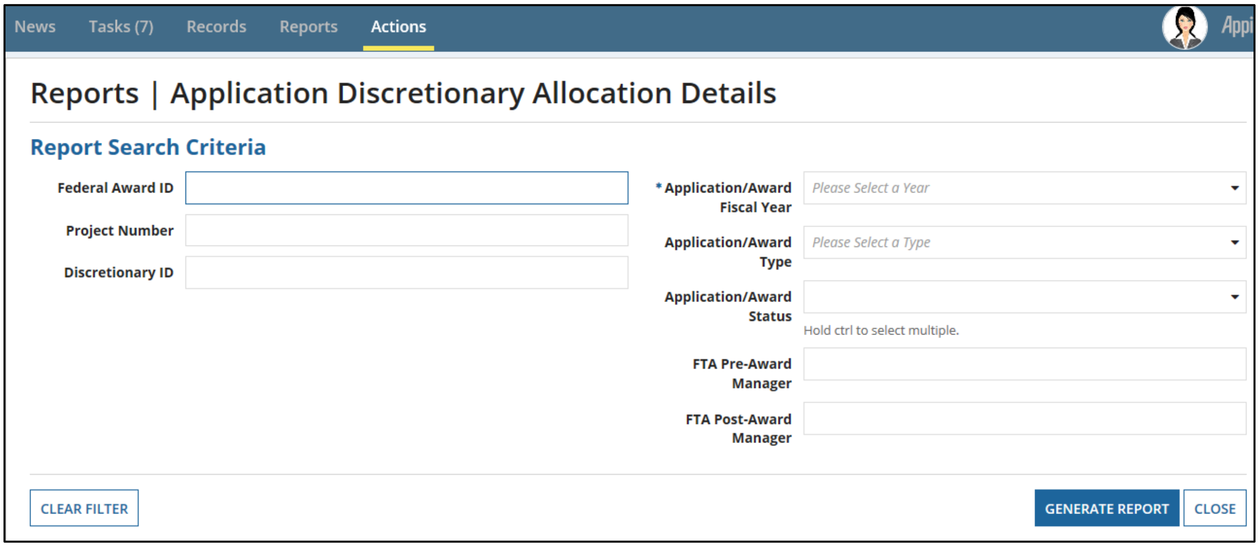
The following search criteria can be applied to the ‘Discretionary Allocation Detail Report’:

1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Discretionary ID
6) **Application/Award Fiscal Year***
7) Application/Award Type
8) Application/Award Status
9) FTA Pre-Award Manager
10) FTA Post-Award Manager

*** Indicates required search criteria**.

2.4.5.4 Form View

The ''Discretionary Allocation Detail Report' form appears as follows:



2.4.5.5 Dynamic Report Link

Report Link Text: 'Discretionary Allocation Detail Report for [User] [Date]'

2.4.5.6 File Names for Downloaded Reports

- Actions Tab: "Discretionary Allocation Detail Report for [User] [Date].xlsx"
- Records Tab: "[Date] Discretionary Allocation Excel Report.xlsx"

2.4.6 Discretionary and Earmark Allocation Report

2.4.6.1 Description

The 'Discretionary and Earmark Allocation Report' displays the status of discretionary program allocations and earmarks included in Congressional appropriations. Recipients may use this report to view allocations that have been reserved and awarded along with unobligated allocations.

2.4.6.2 Report Locations

1) Dynamic Report:
   a) Go to the Actions tab.
   b) Click the 'General Discretionary and Earmark Allocation Report'

2) Static Report:
   a) Go to the Records tab.
   b) Click the 'Static Reports' folder.
   c) Click the desired year.
   d) Click the 'Discretionary and Earmark Allocation Report' link.

2.4.6.3 Dynamic Report Search Criteria

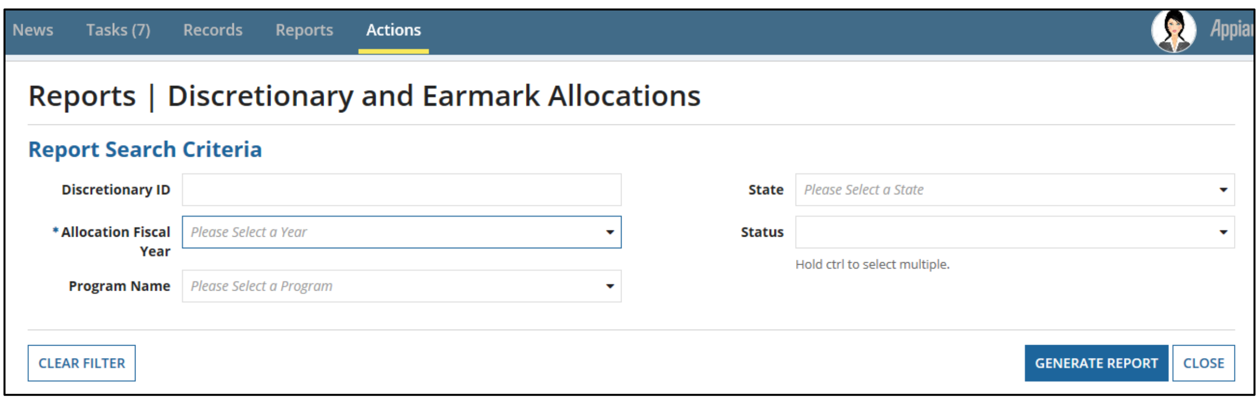
The following search criteria can be applied to the 'Discretionary and Earmark Allocation Report':

1) Discretionary ID
2) **Allocation Fiscal Year***
3) Program Name
4) State
5) Status

*** Indicates required search criteria**.

2.4.6.4 Form View

The 'Discretionary and Earmark Allocation Report' form appears as follows:



2.4.6.5 Dynamic Report Link

Report Link Text: 'Discretionary and Earmark Allocation Report for [User] [Date]'

2.4.6.6 File Names for Downloaded Reports

- Actions Tab: "Discretionary and Earmark Allocation Report for [User] [Date].xlsx"
- Records Tab: "[Date] Discretionary and Earmark Report.xlsx"

2.4.7 FFR Detail Report

2.4.7.1 Description

The 'FFR Detail Report' provides information on Federal Financial Reports (FFRs) submitted for awards, including the submission or review status of the report and the financial information as reported by the recipient. This report can be used to determine whether an FFR has been submitted and/or reviewed by FTA. FFRs display with their latest status, saved comments, recipient information, and award details relevant to the entered search criteria. Users can input search criteria to filter reports by report period type and report period date ranges.

Note: Most financial information populated in the report is recipient-reported. The exceptions are disbursement, deobligated, and unliquidated obligation amounts which are generated by FTA's financial systems.

2.4.7.2 Report Locations

1) Dynamic Report:
    a) Go to the Actions tab.
    b) Click the 'FFR Detail Report' link.
2) Static Report:
    a) Go to the Records tab.
    b) Click the 'Static Reports' folder.
    c) Click the desired year.
    d) Click the 'FFR Detail Report' link.

2.4.7.3 Dynamic Report Search Criteria

The following search criteria can be applied to the 'FFR Detail Report':

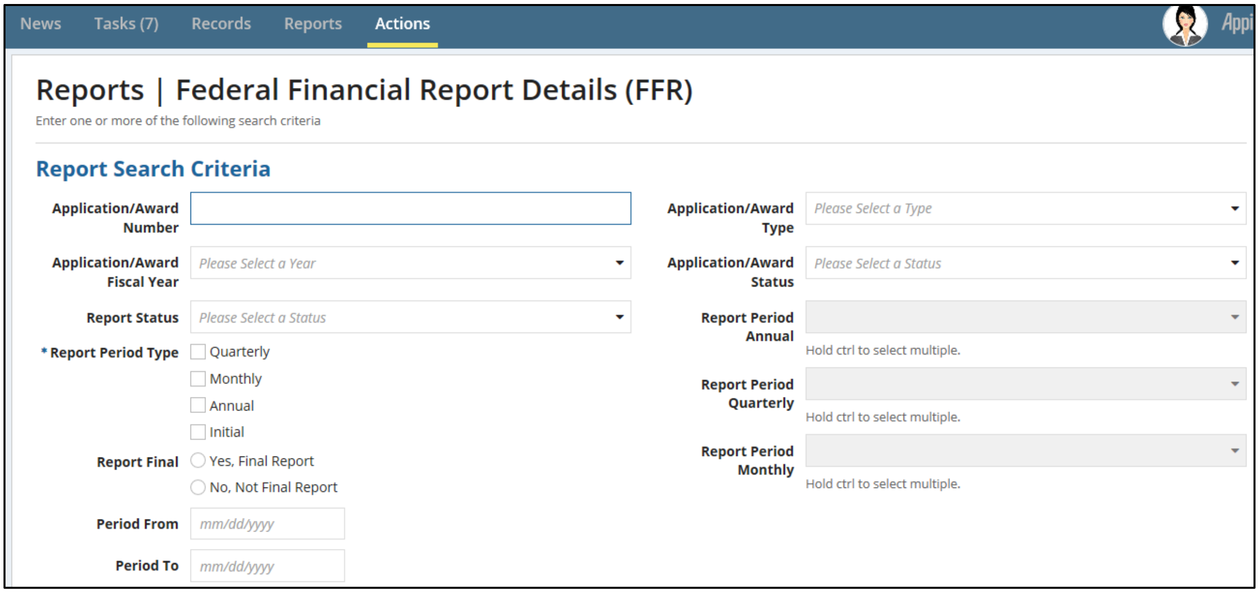
1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Application/Award Number
4) Application/Award Fiscal Year
5) Report Status
6) **Report Period Type***
7) Report Final
8) Period From
9) Period To
10) Application/Award Type
11) Application/Award Status
12) Report Period Annual
13) Report Period Quarterly
14) Report Period Monthly

*** Indicates required search criteria**.

Note: Depending on the Report Period Type selected either the 'Report Period Annual', the 'Report Period Quarterly', or the 'Report Period Monthly' field will become required.

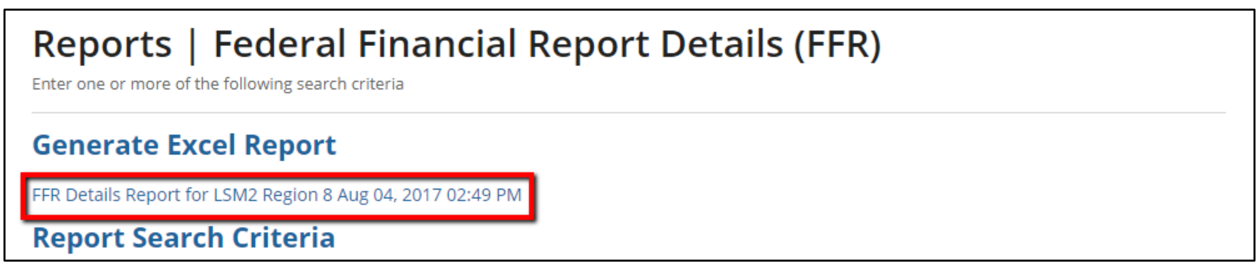
2.4.7.4 Form View

The 'FFR Detail Report' form appears as follows:



2.4.7.5 Dynamic Report Link

Report Link Text: 'FFR Details Report for [User] [Date]'



2.4.7.6 File Names for Downloaded Reports

- Actions Tab: "FFR Details Report for [User] [Date].xlsx"
- Records Tab: "[Date] FFR Detail Report.zip"

2.4.8 MPR Detail Report

2.4.8.1 Description

The 'MPR Detail Report' provides information on Milestone Progress Reports (MPRs) submitted for awards, including the MPR submission dates and review status and the milestones reported by the Recipient. The report will also include basic grant (e.g. FAIN) and recipient information (e.g. Recipient ID, Recipient Name). Users can also search by report type (e.g. Quarterly), reporting period, or for reports submitted in a particular date range. Recipients may use this report to determine which MPRs have been submitted and whether FTA has reviewed the reports.

2.4.8.2 Report Locations

1) Dynamic Report:

   a) Go to the Actions tab.
   b) Click the 'MPR Detail Report' link.
2) Static Report:
   a) Go to the Records tab.
   b) Click the 'Static Reports' folder.
   c) Click the desired year.
   d) Click the 'MPR Detail Report' link.

2.4.8.3 Dynamic Report Search Criteria

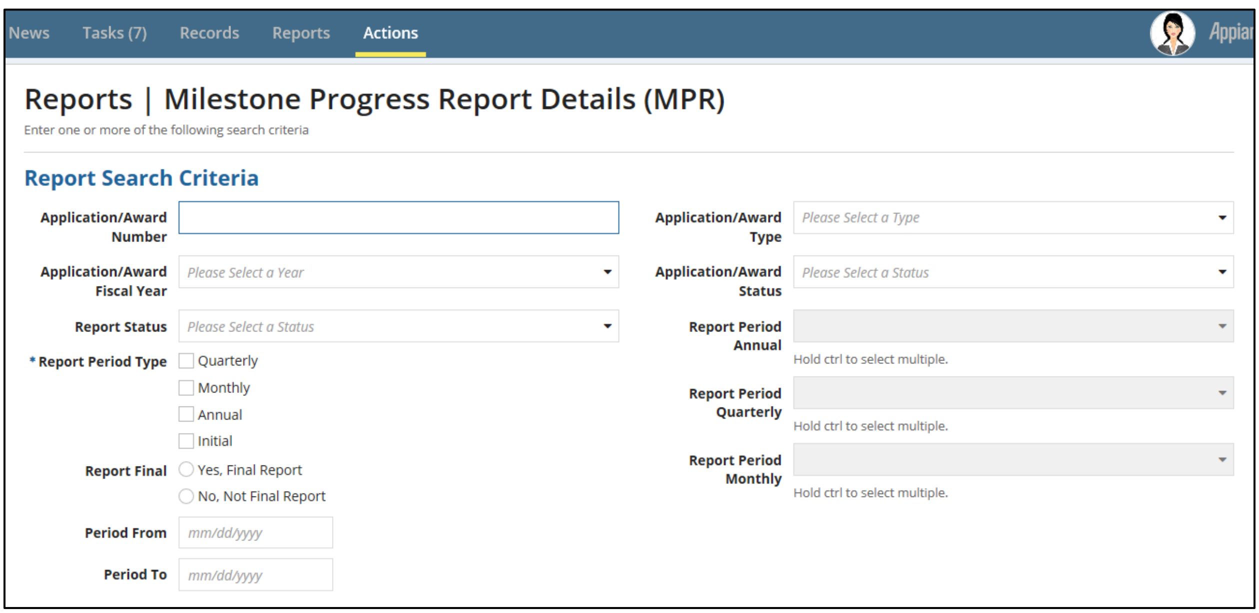
1) Recipient Name/ID [FTA Only]
2) Recipient Region/Cost Center [FTA Only]
3) Application/Award Number
4) Application/Award Fiscal Year
5) Report Status
6) **Report Period Type***
7) Report Final
8) Period From
9) Period To
10) Application/Award Type
11) Application/Award Status
12) Report Period Annual
13) Report Period Quarterly
14) Report Period Monthly

*** Indicates required search criteria.**

Note: Depending on the Report Period Type selected either the 'Report Period Annual', the 'Report Period Quarterly', or the 'Report Period Monthly' field will become available and is required.

2.4.8.4 Form View

The 'MPR Detail Report' form appears as follows:



2.4.8.5 Dynamic Report Link

Report Link Text: 'MPR Details Report for [User] [Date]'

2.4.8.6 File Names for Downloaded Reports

- Actions Tab: “MPR Details Report for [User] [Date].xlsx”
- Records Tab: “[Date] MPR Details Report.zip”

2.4.9 Project Budget Report

2.4.9.1 Description

The ‘Project Budget Report’ allows recipient users to view and track budget details for applications, original awards, and amendments on a project level. Users will be able to filter on their data by awards, projects, section codes, award fiscal years, award types, award status, and FTA grant manager details.

2.4.9.2 Report Locations

1) Dynamic Report:
   a) Go to the Actions tab.
   b) Click the ‘Project Budget Report’ link.
2) Static Report:
   a) Go to the Records tab.
   b) Click the ‘Static Reports’ folder.
   c) Click the desired year.
   d) Click the ‘Project Budget Report’ link.

2.4.9.3 Dynamic Report Search Criteria

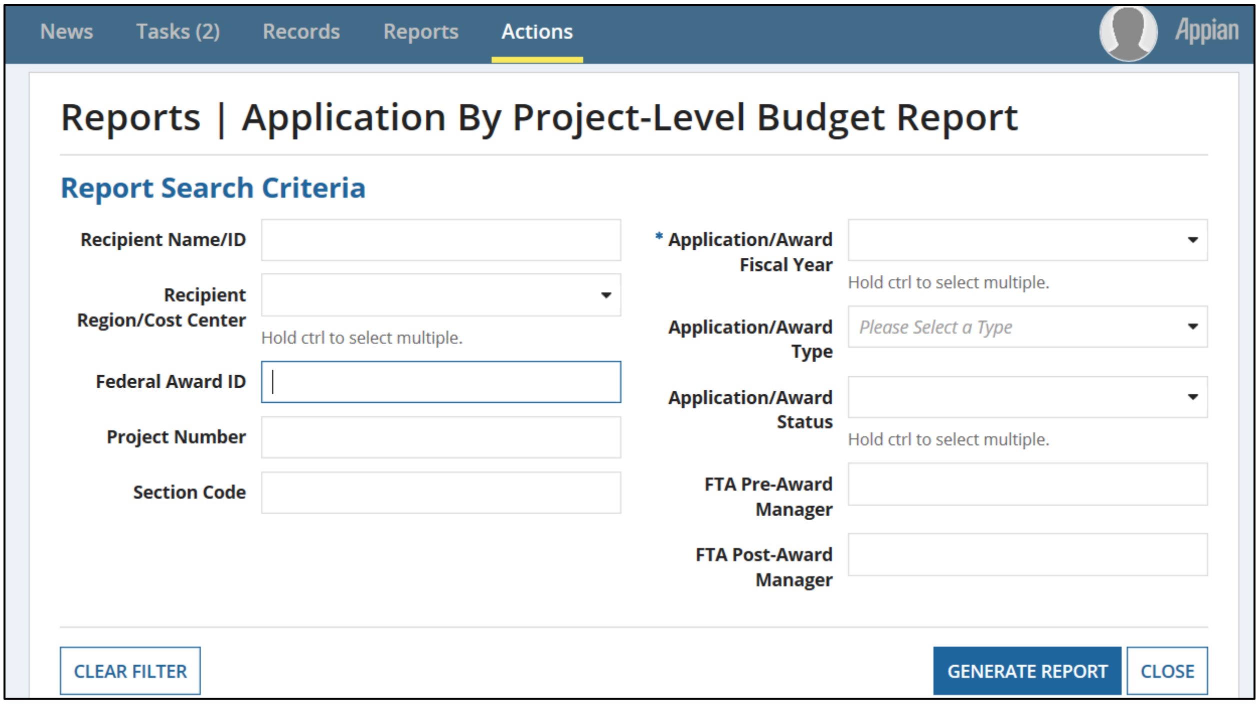
The following search criteria can be applied to the ‘Project Budget Report’:

1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Section Code
6) **Application/Award Fiscal Year***
7) Application/Award Type
8) Application/Award Status
9) FTA Pre-Award Manager
10) FTA Post-Award Manager

*** Indicates required search criteria**.

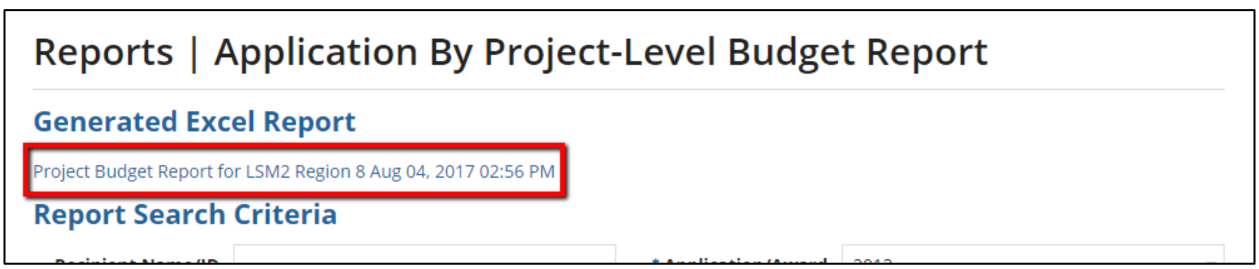
2.4.9.4 Form View

The ‘Project Budget Report’ form appears as follows:



2.4.9.5 Dynamic Report Link

Report Link Text: 'Project Budget Report for [User] [Date]'



2.4.9.6 File Names for Downloaded Reports

- Actions Tab: "Project Budget Report for [User] [Date].xlsx"
- Records Tab: "[Date] Project Budget Report.xlsx"

2.4.10 Project Scope Budget Report

2.4.10.1 Description

The 'Project Scope Budget Report' allows recipient users to view and track budget details for applications, original awards, and amendments on a scope level. Users will be able to filter on their data by awards, projects, section codes, scope codes, award fiscal years, award types, award status, and FTA grant manager details.

Note: This report only shows applications that originated in TrAMS.

2.4.10.2 Report Locations

1) Dynamic Report:
   a) Go to the Actions tab.
   b) Click the 'Project Scope Budget Report' link.
2) Static Report:
   a) Go to the Records tab.
   b) Click the 'Static Reports' folder.
   c) Click the desired year.
   d) Click the 'Project Scope Budget Report' link.

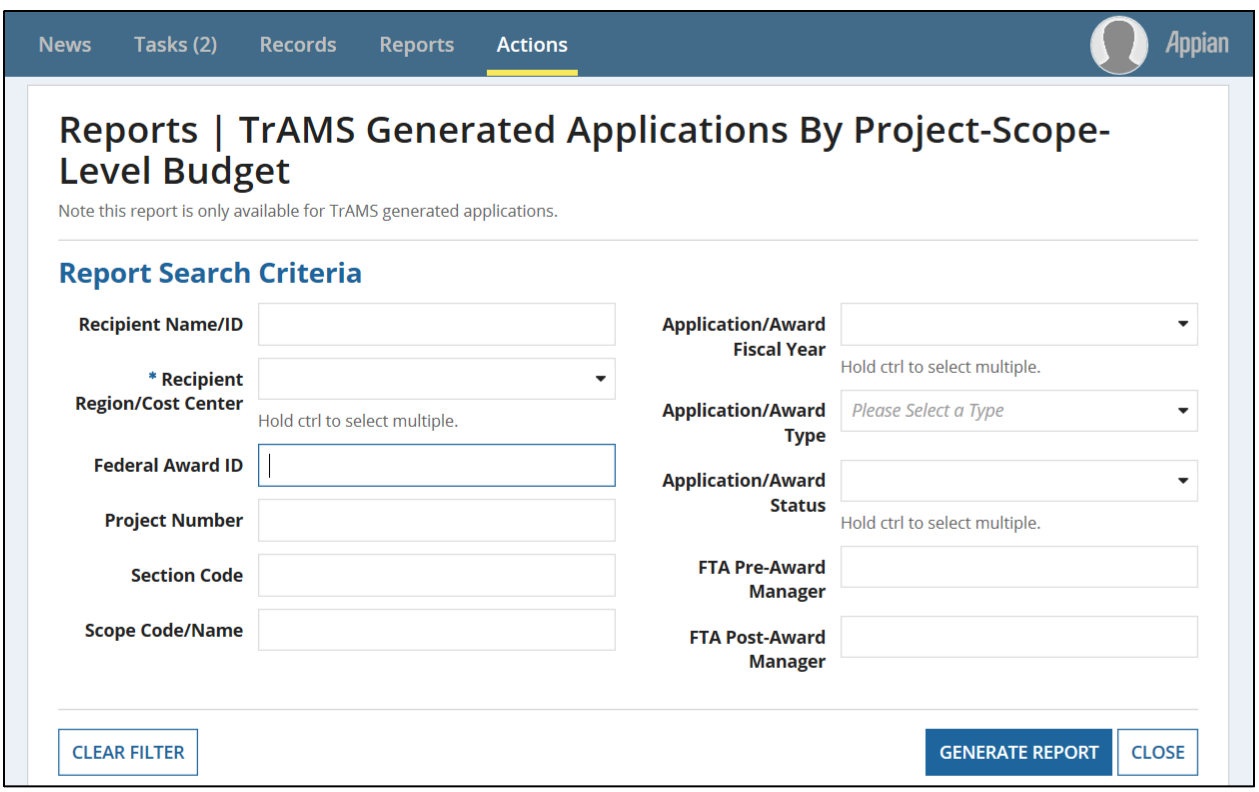
2.4.10.3 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Project Scope Budget Report':

1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Section Code
6) Scope Code/Name
7) Application/Award Fiscal Year
8) Application/Award Type
9) Application/Award Status
10) FTA Pre-Award Manager
11) FTA Post-Award Manager

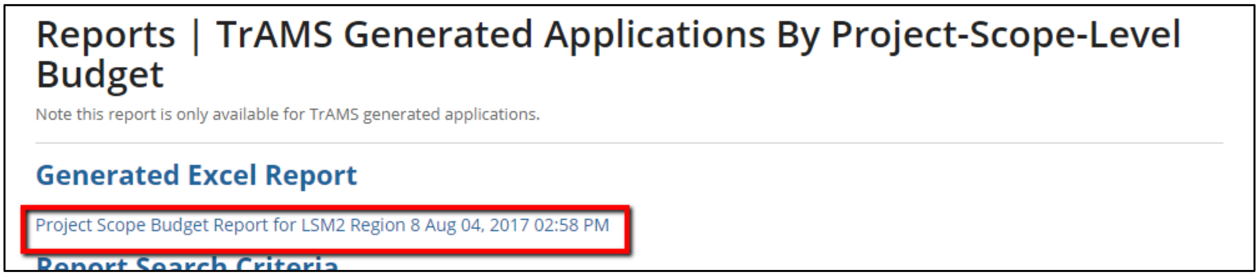
2.4.10.4 Form View

The 'Project Scope Budget Report' form appears as follows:



2.4.10.5 Dynamic Report Link

Report Link Text: ‘Project Scope Budget Report for [User] [Date]’



2.4.10.6 File Names for Downloaded Reports

- Actions Tab: “Project Scope Budget Report for [User] [Date].xlsx”
- Records Tab: “[Date] Project Scope Budget Report.xlsx”

2.4.11 Recipient POC Detail Report

2.4.11.1 Description

The ‘Recipient POC Details Report’ lists individuals who are a recipient organization's Points of Contacts (POC). The list may be filtered by ‘Recipient POC Contact Types’ and/or ‘Recipient POC SAM Contact Types’. The report includes details for each POC such as their title, address, contact information, and contact type.

2.4.11.2 Report Locations

1) Dynamic Report:
   a) Go to the Actions tab.
   b) Click the ‘Recipient POC Detail Report’ link.
2) Static Report:
   a) Go to the Records tab.
   b) Click the ‘Static Reports’ folder.
   c) Click the desired year.
   d) Click the ‘Recipient POC Detail Report’ link.

2.4.11.3 Dynamic Report Search Criteria

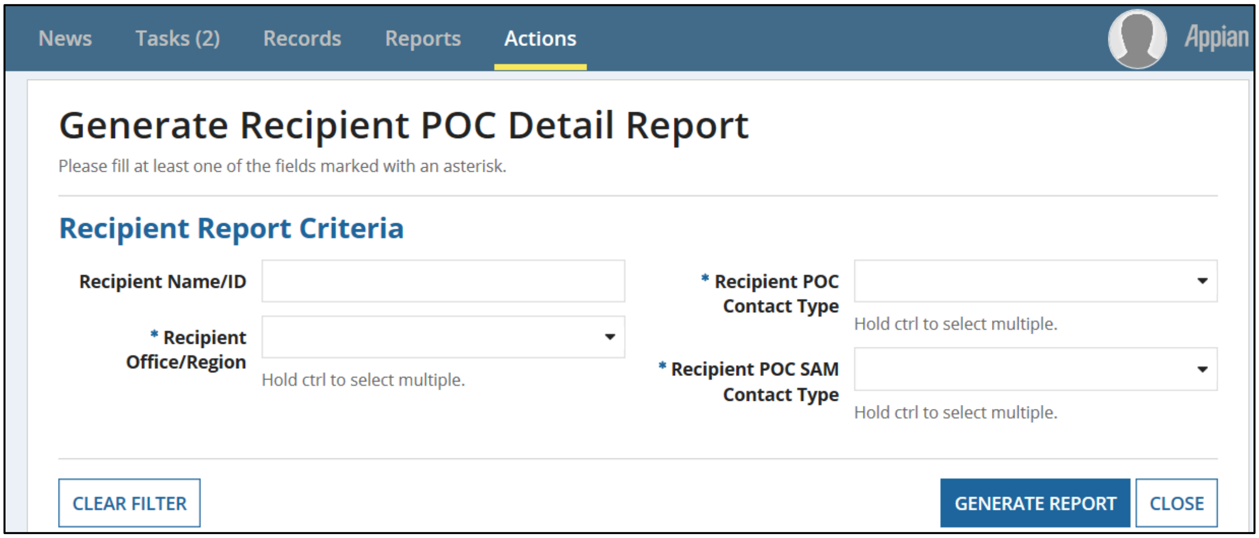
The following search criteria can be applied to the ‘Recipient POC Detail Report’:

1) Recipient Name/ID FTA Only
2) **Recipient Office/Region FTA Only***
3) **Recipient POC Contact Type ***
4) **Recipient POC SAM Contact Type***

*** Only of the three starred fields is required for this report.**

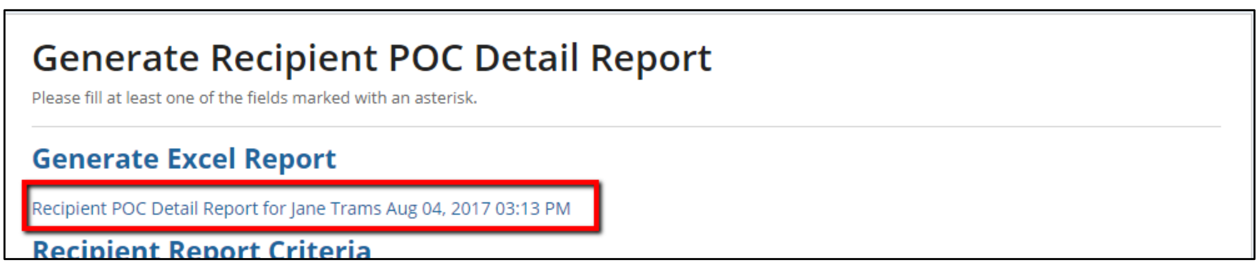
2.4.11.4 Form View

The 'Recipient POC Detail Report' form appears as follows:



2.4.11.5 Dynamic Report Link

Report Link Text: 'Recipient POC Detail Report for [User] [Date]'



2.4.11.6 File Names for Downloaded Reports

- Actions Tab: "Recipient POC Detail Report for [User] [Date].xlsx"
- Records Tab: "[Date] Recipient POC Details Report.xlsx"

2.5 Appendix: TrAMS Report Fields

This appendix includes a table for each TrAMS report. The tables list the fields that are included in the exported Excel files. Each table has the following columns:

1) ID: The order in which the field appears within the report (e.g. '1' = first column, '2' = second column).
2) Column Name: The name shown in the column header in the report.
3) Description: A brief explanation of the data represented within the column. Calculated fields may contain an equation explaining what other values were used to generate the value shown.
4) Data Type: Lists the format that the data should be in (e.g. 'Date').
5) Search Criteria: Binary yes/no indicating whether the field is available as a search filter on the report form.

2.5.1 Application Budget by ALI Report

ID	Column Name	Description	Data Type	Search Criteria
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text	No
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	Yes
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number	Yes
5)	Application/Award Fiscal Year	Fiscal Year in which the original application was created	Number	Yes
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent application number for the latest "Active (Executed)" amendment	Text	Yes
7)	Amendment Number	2-digit number indicating the amendment on the award	Number	No
8)	Application Name	Application title for the latest "Active (Executed)" amendment	Text	No
9)	Application Status	Application status for the latest "Active (Executed)" amendment	Text	Yes
10)	Application Type	Type of financial assistance for application: Cooperative Agreement or Grant	Text	Yes
11)	Application Transmitted Date	Latest Date that latest "Active (Executed)" amendment was transmitted to FTA. each time an application is re-transmitted, this field is overwritten	Date	No

ID	Column Name	Description	Data Type	Search Criteria
12)	Application Submitted Date	Latest Date that latest "Active (Executed)" amendment was submitted to FTA. each time an application is re-transmitted, this field is overwritten	Date	No
13)	Recipient Point of Contact	Recipient Application POC for latest "Active (Executed)" amendment	Text	No
14)	FTA Pre-Award Manager	Pre-Award Manager for latest "Active (Executed)" amendment	Text	Yes
15)	FTA Post-Award Manager	Post-Award Manager for latest "Active (Executed)" amendment	Text	Yes
16)	Project Number	Permanent project number to identify one project within an award	Number	Yes
17)	Project Name	Project title for the latest "Active (Executed)" amendment	Text	No
18)	Funding Source Name	Short code for funding source name (e.g., "5307-2A" for "Section 5307 Urbanized Area Formula")	Text	No
19)	Section Code	Two-digit code that indicates the funding source of a project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Number	Yes
20)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of "Bus Support Equipment and Facilities")	Text	Yes
21)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. "114-00")	Text	Yes
22)	Budget ALI Name	Custom Name of budget activity line item (ALI) provided by applicant	Text	Yes
23)	Budget ALI Code	6-digit code to identify the activity line item within a scope of activities (e.g. "11.11.01")	Number	Yes
24)	Budget ALI Quantity	User-defined quantity for an ALI	Number	No
25)	Fuel Type Code	Fuel type description; only displays for rolling stock ALIs	Text	No
26)	Total Budget ALI FTA Amount	Cumulative FTA amount for an ALI within the award; amount is cumulative up to the latest "Active (Executed)" amendment	Number ($)	No
27)	Total Budget ALI Non-FTA Amount	All non-FTA funding for an ALI within the award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)	No

ID	Column Name	Description	Data Type	Search Criteria
28)	Total Budget ALI Eligible Amount	Sum of FTA and non-FTA funding for an ALI within the award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)	No
29)	Total Budget Original ALI FTA Amount	Total FTA obligation amount for an ALI on the original application	Number ($)	No
30)	Total Budget Original ALI Non-FTA Amount	Total non-FTA obligation amount for an ALI on the original application	Number ($)	No
31)	Total Budget Original ALI Eligible Amount	Sum of ALI's FTA and non-FTA amounts on the original application	Number ($)	No
32)	Obligation Date	Date award was obligated	Date	No
33)	Third Party Contract (Y/N)	Yes (Y)/ No (N) indicator of whether award has a third party contract	Text (Y or N)	No

2.5.2 Award-Level Budget Report (Formerly "Application Budget Report")

ID	Column Name	Description	Data Type	Filter Criteria
1)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent application number for the latest "Active (Executed)" amendment	Text	Yes
2)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes (FTA)
3)	Recipient Acronym	Acronym for recipient organization/applicant	Text	No
4)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	Yes (FTA)
5)	Recipient Cost Center	Cost center for recipient organization/applicant	Number	Yes (FTA)
6)	Application/Award Fiscal Year	Fiscal Year in which the original application was created	Number	Yes
7)	Amendment Number	2-digit number indicating the amendment on the award	Number	No
8)	Application Name	Application title for the latest "Active (Executed)" amendment	Text	No

ID	Column Name	Description	Data Type	Filter Criteria
9)	Number of Budget Revisions	Number of budget revisions on the latest “Active (Executed)” amendment	Number	No
10)	Application Status	Application status for the latest “Active (Executed)” amendment	Text	Yes
11)	Application Type	Type of financial assistance for award: Cooperative Agreement or Grant	Text	Yes
12)	Recipient Point of Contact	Recipient Application POC for latest “Active (Executed)” amendment	Text	No
13)	FTA Pre-Award Manager	Pre-Award Manager for latest “Active (Executed)” amendment	Text	Yes
14)	FTA Post-Award Manager	Post-Award Manager for latest “Active (Executed)” amendment	Text	Yes
15)	Application Transmitted Date	Latest Date that latest “Active (Executed)” amendment was transmitted to FTA. each time an application is re-transmitted, this field is overwritten	Date	No
16)	Application Submitted Date	Latest Date that latest “Active (Executed)” amendment was submitted to FTA. each time an application is re-transmitted, this field is overwritten	Date	No
17)	Section Code	Two-digit code that indicates the funding source of an award (e.g. “90” is the section code for “Section 5307 Urbanized Area Formula”). If there are multiple funding sources/PO numbers for an award (e.g. “Super Grant”), there will be multiple rows in this report for that award	Number	Yes
18)	Total Eligible Cost	Sum of FTA and non-FTA funding on award; amount is cumulative to latest “Active (Executed)” amendment	Number ($)	No
19)	Total Non-FTA Amount	All non-FTA funding on award; amount is cumulative to latest “Active (Executed)” amendment	Number ($)	No
20)	Current Amendment Amount	FTA obligation amount of the latest “Active (Executed)” amendment	Number ($)	No
21)	Total FTA Obligation Amount	Cumulative FTA obligation amount up to the latest “Active (Executed)” amendment	Number ($)	No
22)	Total Deobligation Amount	Cumulative FTA deobligation amount up to the latest “Active (Executed)” amendment	Number ($)	No

ID	Column Name	Description	Data Type	Filter Criteria
23)	Total Disbursement Amount	Cumulative disbursement amount up to the latest "Active (Executed)" amendment	Number ($)	No
24)	Total Refund Amount	Cumulative refund amount up to the latest "Active (Executed)" amendment	Number ($)	No
25)	Total Unliquidated Amount	Cumulative unliquidated amount up to the latest "Active (Executed)" amendment. *Calculation: Cumulative Obligations – Cumulative Deobligations – Cumulative Disbursements + Cumulative Refunds*	Number ($)	No
26)	Percent Disbursed	Percentage of funds disbursed from cumulative FTA obligation amount Calculation: Cumulative Disbursements / Cumulative Obligations	Number (%)	No
27)	Obligation Date	Obligation Date for the latest "Active (Executed)" amendment	Date	No
28)	Last Disbursement Date	Date on which the last disbursement occurred on this award	Date	No
29)	Closeout Date	Date this award was closed	Date	No
30)	Is Discretionary Grant	Flag to show if application uses discretionary funding sources	Text	No

2.5.3 Application by Status Report

ID	Column Name	Description	Attribute Type	Filter Criteria
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text	Yes (FTA)
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	No
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number	Yes
5)	Application/Award Fiscal Year	Fiscal Year in which the application was created	Number	Yes
6)	Federal Award ID	Federal Award Identification Number (FAIN), or temporary Application ID if not yet assigned, for the current amendment	Text	No

ID	Column Name	Description	Attribute Type	Filter Criteria
7)	Amendment Number	2-digit number indicating the amendment on the award	Number	No
8)	Application Name	Application title for current amendment	Text	No
9)	Number of Budget Revisions	Number of budget revisions on the current amendment (not cumulative to the award).	Number	No
10)	Application Status	Application status for the current amendment	Text	Yes
11)	Application Type	Type of financial assistance for application: Cooperative Agreement or Grant	Text	Yes
12)	Recipient Point of Contact	Recipient Application POC for current amendment	Text	No
13)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text	Yes
14)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text	Yes
15)	Total Obligation Amount	Cumulative FTA obligation amount up to the latest “Active (Executed)” amendment	Number ($)	No
16)	Total Deobligation Amount	Cumulative FTA deobligation amount up to the latest “Active (Executed)” amendment	Number ($)	No
17)	Current Amendment Amount	FTA obligation amount of the latest “Active (Executed)” amendment	Number ($)	No
18)	Application Transmitted Date	Latest Date that current amendment was transmitted to FTA (each time an application is re-transmitted, this field is overwritten).	Date	No
19)	Application Submitted Date	Latest Date that current amendment was submitted to FTA (each time an application is re-transmitted, this field is overwritten).	Date	No
20)	FAIN Assigned Date	Date that current amendment was assigned a FAIN	Date	No
21)	Submitted to DOL Date	Date that current amendment was submitted to DOL for review	Date	No
22)	DOL Certification Date	Date that current amendment was certified by DOL	Date	No
23)	Technical Concurrence Date	Latest Technical Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date	No

ID	Column Name	Description	Attribute Type	Filter Criteria
24)	Civil Rights Concurrence Date	Latest Civil Rights Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date	No
25)	Environmental Concurrence Date	Latest Environmental Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date	No
26)	Planning Concurrence Date	Latest Planning Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date	No
27)	Operations Concurrence Date	Latest Operations Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date	No
28)	Legal Concurrence Date	Latest Legal Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date	No
29)	RA Concurrence Date	Latest RA Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date	No
30)	Congressional Release Date	Date that TCA logged congressional release for current amendment (only displays for discretionary grants).	Date	No
31)	Reservation Date	Date that funds were reserved for current amendment	Date	No
32)	Obligation Date	Date that funds were obligated for current amendment	Date	No
33)	Deobligation Date	Date that funds were deobligated for current amendment	Date	No
34)	Executed Date	Date that current amendment was executed by the recipient	Date	No
35)	Closeout Date	Date that award was closed out	Date	No
36)	Is Discretionary Grant	Flag to show if application uses discretionary funding sources	Text	No
37)	Application Created Date	Date that the application was created for current amendment	Date	No

2.5.4 Disbursement Report

ID	Column Name	Description	Data Type	Search Criteria
1)	Project Number	Project ID under the application	Text	Yes
2)	Project Title	Project title	Number	No
3)	FAIN	Federal Award Identification Number (FAIN); the permanent application number for the latest "Active (Executed)" amendment	Text	Yes
4)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes
5)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	No
6)	Award Status	Current status of the award (e.g. 'Active (Executed)')	Text	Yes
7)	Cost Center Code	Cost center for recipient organization/applicant	Number	Yes
8)	Account Class Code	Code indicating the source of the funding; formatted as <funding fiscal year>.<appropriation code>.<section code>.<limitation code>.<type authority> (e.g. 2017.25.91.90.2).	Text	Yes
9)	FPC	Financial Purpose Code –2-digit code representing the financial purpose of the funds.	Text	Yes
10)	Financial Purpose	Description of the FPC	Text	No
11)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. "**114-00**")	Text	Yes
12)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of "**Bus Support Equipment and Facilities**")	Text	Yes
13)	Scope Suffix	2-digit code that distinguishes two scope codes within the same award (e.g. if scope code 111-00 exists twice within the award, the first 111-00 scope has a suffix of A1 and the second has a suffix of A2) Each unique scope in an award has a suffix; they are comprised of a letter and a number 1-9 (e.g. A1-A9, B1-B9, C1-C9, etc)	Text	Yes
14)	Section Code	Two-digit code that indicates the funding source of a project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Number	Yes
15)	Transaction Type	Refund or Disbursement	Text	Yes

ID	Column Name	Description	Data Type	Search Criteria
16)	Transaction Date	Date the transaction occurred	Date	Yes
17)	Transaction Amount	Amount of the transactions	Number ($)	No

2.5.5 Application Discretionary Allocation Detail Report

ID	Column Name	Description	Data Type	Search Criteria
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes (FTA)
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text	No
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	Yes (FTA)
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number	Yes (FTA)
5)	Application/Award Fiscal Year	Fiscal Year in which the application was created	Number	Yes
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent application number for the current amendment	Text	Yes
7)	Application Name	Application title for current amendment	Number	No
8)	Application Status	Application status for the current amendment	Text	Yes
9)	Application Type	Type of financial assistance for award: Cooperative Agreement or Grant	Text	Yes
10)	Project Number	Project ID under the application	Text	No
11)	Project Name	Project title	Number	Yes
12)	Discretionary ID	ID string to identify a specific discretionary project	Text	Yes
13)	Discretionary Title	Title of discretionary project	Text	No
14)	Discretionary Fiscal Year	Fiscal year of discretionary allocation	Number	No
15)	Discretionary ID Amount Applied	Amount of discretionary allocation applied to the discretionary application	Number	No

ID	Column Name	Description	Data Type	Search Criteria
16)	Date Sent for Congressional Release	Date that RA sent current amendment of discretionary application to TCA for review and congressional release	Date	No
17)	Congressional Release Date	Date that TCA logged congressional release for current amendment of discretionary application	Date	No
18)	Application Reservation Date	Date that funds were reserved for current amendment	Date	No
19)	Application Obligation Date	Date that funds were obligated for current amendment	Date	No
20)	Deobligation Date	Date that funds were deobligated for current amendment	Number	No
21)	Closeout Date	Date that award was closed out	Number ($)	No
22)	Total Reservation Amount	Total amount reserved for the discretionary application	Number	No
23)	Total Obligation Amount	Total amount obligated to the discretionary application	Number	No
24)	Total Deobligation Amount	Total amount deobligated from the discretionary application	Number	No
25)	Recipient Point of Contact	Recipient Application POC for current amendment	Text	No
26)	FTA Contact TEAM	Application's listed FTA contact (TEAM application only)	Number	No
27)	FTA Post-Award Manager	Pre-Award Manager for current amendment	Text	Yes
28)	FTA Pre-Award Manager	Post-Award Manager for current amendment	Text	Yes

2.5.6 General Discretionary and Earmark Allocation Report

ID	Column Name	Description	Data Type	Search Criteria
1)	Discretionary ID	ID string to identify a specific discretionary project	Text	Yes
2)	Discretionary Allocation Fiscal Year	Fiscal year of discretionary allocation	Number	Yes

ID	Column Name	Description	Data Type	Search Criteria
3)	Discretionary Program	4-character code to indicate discretionary funding program (e.g. “NWST” for New Starts program)	Text	Yes
4)	State	State(s) discretionary allocation is associated with	Text	Yes
5)	Title/Project Name	Title of discretionary project	Text	No
6)	Public Allocation Amount	Balance of discretionary funding allocation available to fund applications	Number ($)	No
7)	Unobligated Balance	Balance of discretionary allocation that has not been reserved or awarded to applications	Number ($)	No
8)	Unobligated Balance Date	Last known date of unobligated balance	Date	No
9)	Cost Center	Associated cost center of discretionary allocation	Text	No
10)	Original Allocation Fiscal Year	Fiscal year associated with the original discretionary allocation	Number	No
11)	Lapse Year	Fiscal year that discretionary allocation funds will expire	Number	No
12)	FTA Program Manager	Responsible FTA Program Manager for discretionary allocation	Text	No
13)	Status	Status of Discretionary Allocation: Extended, New, Recipient Identified, No Balance Remaining, Active, Expect to Obligate by end of FY, Lapsed, Application Under Review	Text	Yes
14)	Recipient IDs	Recipients associated with the discretionary allocation	Number	No
15)	Notes	Administrative notes made by FTA users	Text	No
16)	Regional Comments	Comments logged by Regional FTA users	Text	No
17)	Last Updated Date	Last known date that discretionary allocation was updated	Date	No
18)	Last Updated By	User responsible for the last update made to the discretionary allocation	Text	No

2.5.7 FFR Detail Report

ID	Column Name	Description	Data Type	Search Criteria
1)	grantee_id	4-digit system identifier for recipient organization/applicant	Number	Yes
2)	grantee_acronym	Acronym for recipient organization/applicant	Text	No
3)	grantee_name	Legal Business Name for recipient organization/applicant	Text	Yes
4)	grantee_cost_center	Cost center for recipient organization/applicant	Number	Yes
5)	award_state	State assigned to FAIN	Text	Yes
6)	latest_award_fiscal_year	Fiscal year for the latest award on the FFR	Number	No
7)	latest_award_number	Federal Award Identification Number (FAIN); the permanent application number for the latest "Active (Executed)" amendment	Text	Yes
8)	latest_amendment_number	2-digit number indicating the amendment on the award	Number	No
9)	latest_award_name	Application title for the latest "Active (Executed)" amendment	Text	No
10)	latest_award_status	Application status for the latest "Active (Executed)" amendment	Text	Yes
11)	latest_award_type	Type of financial assistance for application: Cooperative Agreement or Grant	Text	Yes
12)	is_discretionary_grant	Flag to show if application uses discretionary funding sources	Number	No
13)	recipient_point_of_contact	Recipient Application POC for latest "Active (Executed)" amendment	Text	No
14)	fta_post_award_mgr	Post-Award Manager for latest "Active (Executed)" amendment	Text	No
15)	ffr_status	FFR status: Work In Progress, Submitted, FTA Review Complete, etc.	Text	Yes
16)	ffr_fiscal_year	FFR fiscal year	Number	Yes
17)	ffr_period_type	FFR reporting period: Initial, Annual, monthly, or quarterly	Text	Yes
18)	ffr_fiscal_period	Date range selected for period type	Text	Yes
19)	ffr_final_report_flag	Flag to indicate if this is the latest FFR (0 = No, 1 = Yes)	Number	Yes
20)	ffr_submitted_date	Date that FFR was last submitted	Date	Yes
21)	ffr_submitted_by	User responsible for last submission of FFR	Text	No

ID	Column Name	Description	Data Type	Search Criteria
22)	federalCashOnHandCumBeginAmt	A. Federal Cash on Hand at Beginning of Period – Cumulative Amount	Number	No
23)	federalCashReceiptCumulativeAmt	B. Federal Cash Receipts – Cumulative Amount	Number	No
24)	federalCashDisburseCumulativeAmt	C. Federal Cash Disbursements – Cumulative Amount	Number	No
25)	federalCashOnHandCumEndAmt	D. Federal Cash on Hand at End of Period – Cumulative Amount	Number	No
26)	totalFederalAuthorizedAmt	E. Total Federal Funds Authorized (Net Obligation)	Number	No
27)	fedShareExpendCumulativeAmt	F. Federal Share of Expenditures	Number	No
28)	granteeShareExpendCumulativeAmt	G. Recipient Share of Expenditures	Number	No
29)	totalExpenditureCumulativeAmt	H. Total Expenditures (F+G)	Number	No
30)	fedShareUnliquidObligationAmt	I. Federal Share of Unliquidated Obligations	Number	No
31)	granteeShareUnliquidObligationAmt	J. Recipient Share of Unliquidated Obligations	Number	No
32)	totalUnliquidObligationAmt	K. Total Unliquidated Obligations (I+J)	Number	No
33)	totalFederalShareAmt	L. Total Federal Share (F+I)	Number	No
34)	FFRUnobligatedBalanceAmt	M. Unobligated Balance of Federal Funds (E–L)	Number	No
35)	award_obligation_amount	Cumulative obligation amount up to the latest “Active (Executed)” amendment	Number	No
36)	award_disbursement_amount	Cumulative disbursement amount up to the latest “Active (Executed)” amendment	Number	No
37)	award_unliquidated_amount	Cumulative unliquidated amount up to the latest “Active (Executed)” amendment *Calculation: Cumulative Obligations – Cumulative Deobligations – Cumulative Disbursements + Cumulative Refunds*	Number	No

ID	Column Name	Description	Data Type	Search Criteria
38)	award_obligated_date	Obligation Date for the latest "Active (Executed)" amendment	Date	No
39)	award_disbursement_date	Date on which the last disbursement occurred on this award	Date	No
40)	award_deobligated_date	Deobligation Date for the latest "Active (Executed)" amendment	Date	No

2.5.8 MPR Detail Report

ID	Column Name	Description	Data Type	Search Criteria
1)	recipient_id	4-digit system identifier for recipient organization/applicant	Number	Yes
2)	recipient_acronym	Acronym for recipient organization/applicant	Text	No
3)	recipient_name	Legal Business Name for recipient organization/applicant	Text	Yes
4)	recipient_cost_center	Cost center for recipient organization/applicant	Number	Yes
5)	federal_award_id	Federal Award Identification Number (FAIN); the permanent application number for the latest "Active (Executed)" amendment	Text	Yes
6)	latest_award_fiscal_year	Fiscal year for the latest "Active (Executed)" amendment on the award	Number	Yes
7)	federal_award_id	Federal Award Identification Number (FAIN); the permanent application number for the latest "Active (Executed)" amendment	Text	Yes
8)	latest_amendment_number	2-digit number indicating the amendment on the award	Number	No
9)	latest_award_name	Application title for the latest "Active (Executed)" amendment	Text	No
10)	latest_award_status	Application status for the latest "Active (Executed)" amendment	Text	Yes
11)	latest_award_type	Type of financial assistance for application; two values -- Cooperative agreement or grant	Text	Yes
12)	is_discretionary_grant	Flag to show if application uses discretionary funding sources	Text	No
13)	recipient_point_of_contact	Recipient Application POC for latest "Active (Executed)" amendment	Text	No
14)	fta_post_award_mgr	Post-Award Manager for latest "Active (Executed)" amendment	Text	No
15)	report_status	MPR status: Work In Progress, Submitted, FTA Review Complete, etc.	Text	Yes

ID	Column Name	Description	Data Type	Search Criteria
16)	report_period_type	MPR reporting period: Annual, monthly, or quarterly	Text	Yes
17)	fiscal_year	MPR Fiscal year	Number	Yes
18)	final_report	Flag to indicate if this is final MPR for a closeout amendment	Number	Yes
19)	latest_mpr_final_report_flag	Flag to indicate if this is the latest MPR	Number	Yes
20)	initial_submission_date	Date that MPR was first submitted	Date	No
21)	initial_submission_by	User responsible for initial submission of MPR	Text	No
22)	latest_mpr_overview	Overview comments logged for the latest MPR	Text	No
23)	total_award_obligation_amount	Total FTA obligation amount for the award	Number	No
24)	total_award_disbursement_amount	Total disbursement amount for the latest award under the MPR with authorized disbursement	Number	No
25)	total_award_unliquidated_amount	Total unliquidated amount up to the latest award under the MPR with authorized disbursement	Number	No
26)	latest_award_obligation_date	Date that FTA last obligated the award under the MPR	Date	No
27)	latest_award_disbursement_date	Date that FTA last disbursed from the award under the MPR	Date	No
28)	original_award_obligation_date	Original date that FTA obligated the award under the MPR	Date	No
29)	period	Date range selected for period type	Text	Yes

2.5.9 Project Budget Report

ID	Column Name	Description	Data Type	Search Criteria
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes (FTA)
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text	No
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	Yes (FTA)
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number	Yes (FTA)
5)	Application/Award Fiscal Year	Fiscal Year in which the application was created	Number	Yes
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent application number for the latest "Active (Executed)" amendment	Text	Yes
7)	Amendment Number	2-digit number indicating the amendment on the award	Number	No
8)	Application Name	Application title for the latest "Active (Executed)" amendment	Text	No
9)	Application Status	Application status for the latest "Active (Executed)" amendment	Text	Yes
10)	Application Type	Type of financial assistance for award; two values -- Cooperative agreement or grant	Text	Yes
11)	Application Transmitted Date	Date that latest "Active (Executed)" amendment was transmitted to FTA (each time an application is re-transmitted, this field is overwritten)	Date	No
12)	Application Submitted Date	Date that latest "Active (Executed)" amendment was submitted to FTA (each time an application is re-transmitted, this field is overwritten)	Date	No
13)	Recipient Point of Contact	Recipient Application POC for current amendment	Text	No
14)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text	Yes
15)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text	Yes
16)	Project Number	Permanent project number to identify one project within an award	Text	Yes
17)	Project Name	Project title for the latest "Active (Executed)" amendment	Text	No

ID	Column Name	Description	Data Type	Search Criteria
18)	Section Code	Two-digit code that indicates the funding source of a project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula") *Note: If there are multiple funding sources/PO numbers for a project (e.g. "Super Grant"), there will be multiple rows in this report for that project*	Number	Yes
19)	Total Project FTA Amount	Cumulative FTA obligation amount for a project within the award; amount is cumulative up to the latest "Active (Executed)" amendment	Number ($)	No
20)	Total Project Non-FTA Amount	All non-FTA funding for a project within the award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)	No
21)	Total Project Eligible Cost	Sum of FTA and non-FTA funding for a project within the award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)	No
22)	Total Reservation Amount	Total funds reserved for a project within the award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)	No
23)	Total Obligation Amount	Cumulative FTA obligation amount for a project within the award up to the latest "Active (Executed)" amendment	Number ($)	No
24)	Total Deobligation Amount	Cumulative FTA deoobligation amount for a project within the award up to the latest "Active (Executed)" amendment	Number ($)	No
25)	Total Disbursement Amount	Cumulative disbursement amount for a project within the award up to the latest "Active (Executed)" amendment	Number ($)	No
26)	Is Discretionary Grant	"Yes" or "No" to show if application uses discretionary funding sources	Text	No
27)	Is New Start Grant	"Yes" or "No" to show is application is a New Start grant		
28)	Last Obligation Date	Obligation Date for the latest "Active (Executed)" amendment	Date	No
29)	Project Start Date	Earliest date on the milestones for this project	Date	No
30)	Project End Date	Latest date on the milestones for this project	Date	No

2.5.10 Project Scope Budget Report

ID	Column Name	Description	Data Type	Search Criteria
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes (FTA)
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text	No
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	Yes (FTA)
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number	Yes (FTA)
5)	Application/Award Fiscal Year	Fiscal Year in which the application was created	Number	Yes
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent application number for the latest “Active (Executed)” amendment	Text	Yes
7)	Amendment Number	2-digit number indicating the amendment on the award	Number	No
8)	Application Name	Application title for current amendment	Text	No
9)	Application Status	Application status for the current amendment	Text	Yes
10)	Application Type	Type of financial assistance for award: Cooperative Agreement or Grant	Text	Yes
11)	Application Transmitted Date	Date that latest “Active (Executed)” amendment was transmitted to FTA (each time an application is re-transmitted, this field is overwritten)	Date	No
12)	Application Submitted Date	Date that latest “Active (Executed)” amendment was submitted to FTA (each time an application is re-transmitted, this field is overwritten)	Date	No
13)	Recipient Point of Contact	Recipient Application POC for current amendment	Text	No
14)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text	Yes
15)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text	Yes
16)	Project Number	Permanent project number to identify one project within an award	Text	Yes
17)	Project Name	Project title for the latest “Active (Executed)” amendment	Text	No
18)	Funding Source Name	Short code for funding source name (e.g., “5307-2A” for “Section 5307 Urbanized Area Formula”)	Text	No

ID	Column Name	Description	Data Type	Search Criteria
19)	Section Code	Two-digit code that indicates the funding source of a project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Number	Yes
20)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of "Bus Support Equipment and Facilities")	Text	Yes
21)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. "114-00")	Text	Yes
22)	Total Scope FTA Amount	Cumulative FTA amount for a project-scope within the award; amount is cumulative up to the latest "Active (Executed)" amendment	Number ($)	No
23)	Total Scope Non-FTA Amount	All non-FTA funding for a project-scope within the award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)	No
24)	Total Scope Amount	Sum of FTA and non-FTA funding for a project-scope within the award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)	No
25)	Total Reservation Amount	Total funds reserved for a project-scope within the award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)	No
26)	Total Obligation Amount	Cumulative FTA obligation amount for a project-scope within the award up to the latest "Active (Executed)" amendment	Number ($)	No
27)	Total Deobligation Amount	Cumulative FTA de-obligation amount for a project-scope within the award up to the latest "Active (Executed)" amendment	Number ($)	No
28)	Total Disbursement Amount	Cumulative disbursement amount for a project-scope within the award up to the latest "Active (Executed)" amendment	Number ($)	No
29)	Percent Disbursed	Percentage of funds disbursed from cumulative FTA obligation amount for the project-scope *Calculation: Cumulative Disbursements / Cumulative Obligations*	Number (%)	No
30)	Last Disbursement Date	Date on which the last disbursement occurred on this award	Date	No

2.5.11 Recipient POC Detail Report

ID	Column Name	Description	Data Type	Search Criteria
1)	Recipient ID	4-digit system identifier for recipient organization	Number	Yes
2)	Recipient Name	Name of POC's associated recipient organization	Text	Yes
3)	Recipient Office/Region	Cost center associated with POC's recipient organization	Text	Yes
4)	Union Name	Name of POC's union (if union POC)	Text	No
5)	Title	POC's title as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text	No
6)	Full Name	POC's full name as displayed in Recipient POCs module (not available for SAM POCs)	Text	No
7)	Street Address	POC's street address as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text	No
8)	City	POC's city as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text	No
9)	State	POC's state as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text	No
10)	ZIP Code	POC's ZIP code as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number	No
11)	Phone Number	POC's phone number as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number	No
12)	Alternate Phone Number	POC's alternate phone number as displayed in Recipient POCs module	Number	No
13)	Fax Number	POC's fax number as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number	No
14)	Email Address	POC's email address as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text	No
15)	Web Address	POC's web address as displayed in Recipient POCs module (not available for SAM POCs)	Text	No
16)	Contact Type UNION	Flag to indicate if contact is Union POC: Yes or no (not available for SAM POCs)	Text	Yes

ID	Column Name	Description	Data Type	Search Criteria
17)	Contact Type CEO	Flag to indicate if contact is CEO: Yes or no (not available for SAM POCs)	Text	Yes
18)	Contact Type MPO	Flag to indicate if contact is for MPO concerns: Yes or no (not available for SAM POCs)	Text	Yes
19)	Contact Type EEO	Flag to indicate if contact is for EEO issues: Yes or no (not available for SAM POCs)	Text	Yes
20)	Contact Type DBE	Flag to indicate if contact is for DBE issues: Yes or no (not available for SAM POCs)	Text	Yes
21)	Contact Type Title VI	Flag to indicate if contact is for Title VI issues: Yes or no (not available for SAM POCs)	Text	Yes
22)	Contact Type Section 504	Flag to indicate if contact is for Section 504 issues: Yes or no (not available for SAM POCs)	Text	Yes
23)	Contact Type ECHO	Flag to indicate if contact is for ECHO: Yes or no (not available for SAM POCs)	Text	Yes
24)	Contact Type Grant	Flag to indicate if contact is for grants issues: Yes or no (not available for SAM POCs)	Text	Yes
25)	Contact Type General FTA Issues	Flag to indicate if contact is for general FTA issues: Yes or no (not available for SAM POCs)	Text	Yes
26)	Statewide Application	Flag to indicate if Union has statewide application: Yes or no (not available for SAM POCs)	Text	No
27)	Created Date	Date when POC was created (not available for SAM POCs)	Date	No
28)	Created By	User responsible for creating the POC (not available for SAM POCs)	Text	No
29)	Updated Date	Last date logged for updates made on the POC’s information (not available for SAM POCs)	Date	No
30)	Updated By	Last user responsible for updating the POC (not available for SAM POCs)	Text	No