FTA

FEDERAL TRANSIT ADMINISTRATION

FTA Transit Award Management System (TrAMS)

Vol 4, Application Development

Recipient User Guide

Version 1.4

APRIL 2018

U.S. Department of Transportation
Federal Transit Administration

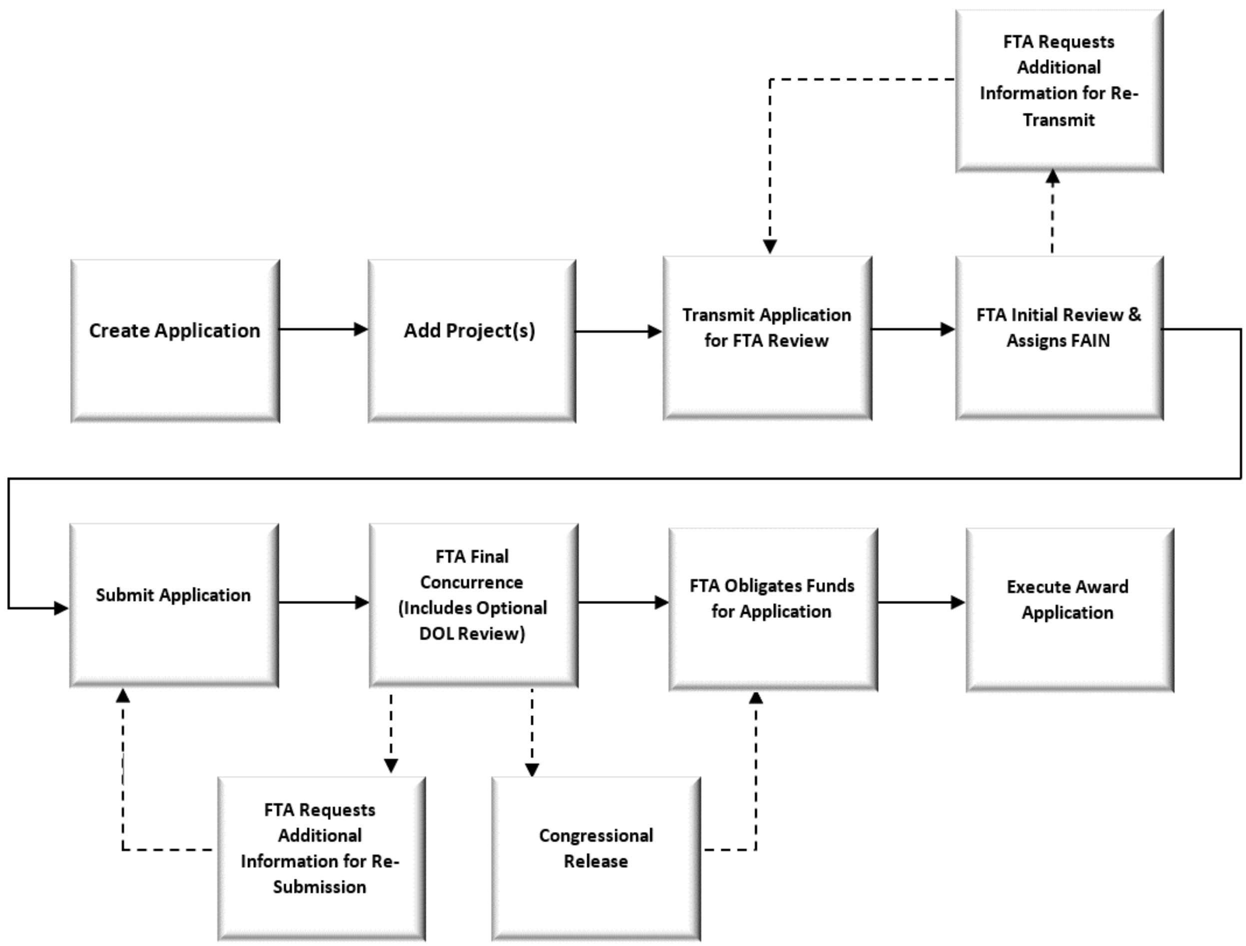
4 Application Development

Applications in TrAMS are requests for funding and all the details that accompany that request. This user guide chapter describes the “how-to” steps to create applications and how to search for them. The basic application workflow is described below.

Recipient organizations draft applications to kick off the application development phase. Transmitted applications are routed to the recipient’s assigned FTA regional office for initial review for completeness and accuracy. An additional review may be required based on the application (environmental, civil rights, and technical). After all reviews are complete, FTA will either return the application to the recipient to make changes or assign the application a Federal Awards Identification Number (FAIN). After FAIN assignment, the recipient can formally *submit* the application for final review.

After the application is formally submitted, FTA will conduct final reviews and reserve funds for the application. The application may be routed back to the recipient for additional changes if necessary. Once all approvals are in place, FTA will approve the application and obligate the award funds. Recipient users with the Official role will receive a task to execute the award. At this point, the award is executed and moves into the post-award phase of the grant life cycle. A diagram of the application pre-award phase is documented in Figure 1: Pre-Award Grant Process.

Figure 1: Pre-Award Grant Process



4.1 Application/Award Status

Application/Award statuses reflect the different phases of the grant lifecycle. Recipients and FTA users may view an application at any time, however the actions that they may perform on an application will depend on the application/award status. Only recipient users with the Submitter or Developer role will be able to edit the application. All other user roles have read-only access.

The following table lists available statuses of applications prior to award. The right column within the table labeled as 'Assignee' lists all the users who are currently assigned to the application at each status and are required to take action to advance the application to the next status:

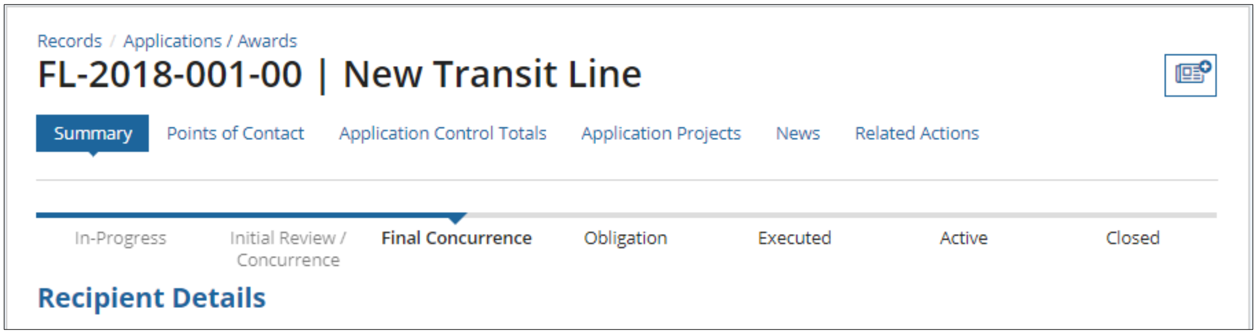
Table 1: Application Pre-Award Statuses

Pre-Award Status	Description	Assignee
In-Progress	Application is in draft mode, either after the recipient creates the initial application or after the application is returned to recipient prior to FAIN assignment.	Recipient Developers, Recipient Submitters
In-Progress / Returned to Grantee (After FAIN)	Application is returned to the recipient from FTA after FAIN assignment. Funding sources for existing line items cannot be updated. New projects cannot be added.	Recipient Developers, Recipient Submitters, FTA Pre-Award Managers
Transmitted / Ready for FTA Review	Application has been transmitted to FTA for review, but initial reviews have not yet begun. First, the Intake Manager assigns the Pre & Post-Award Managers, who then selects the concurrences required for the Application.	FTA Intake Managers, FTA Pre-Award Managers
Initial Review / Concurrence	FTA initial review is in progress. FTA inputs congressional release details for discretionary applications.	FTA Intake Managers, FTA Pre-Award Managers
Review Complete / Ready for FAIN	FTA has completed their initial review of the application.	FTA Pre-Award Managers
FAIN Assigned / Ready for Submission	The FAIN number has been assigned and the application has been sent to the recipient the submitter for formal submission.	The Submitter may return to FTA for additional editing.
Application Submitted	Application has been submitted to the FTA by the recipient.	FTA Pre-Award Managers may edit the application, except for ALI.
Final Concurrence / Reservation	Application is undergoing final concurrence reviews. FTA completes reservation and sends application to DOL if required for certification or review. FTA adds discretionary talking points and allocations as needed.	FTA Reviewers and FTA Pre-Award Managers may edit the application, except for ALI. FTA cannot edit any application element once Legal has concurred.
Ready for RA Concurrence / Award	Final concurrences are complete and application is awaiting Administrator concurrence and/or the obligation/award of the application. Congressional Release is complete forDiscretionary applications	Editing is not available for any role groups.

Pre-Award Status	Description	Assignee
Obligated / Ready for Execution	Application has been sent to the recipient for execution of the award agreement.	Editing is not available for any role groups.

4.2 Working with Applications/Awards

'Application/Award' records open to a 'Summary' page as shown in the following image.



The navigation bar at the top of the Summary page contains options to select and view additional information. The following options, visible from left to right in the above image, are:

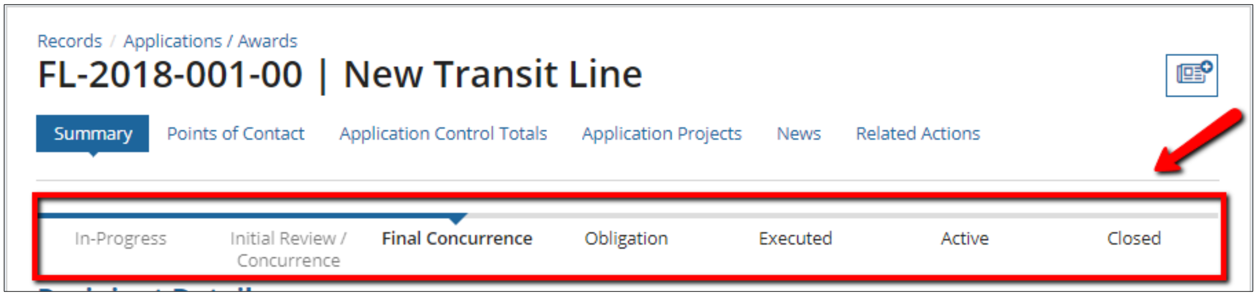
1) Summary
2) Points of Contact
3) Application Control Totals
4) Application Projects
5) News
6) Related Actions

The information available within some of these options will vary by user role and the current status of the application or award. Each option is discussed below.

4.2.1 Summary

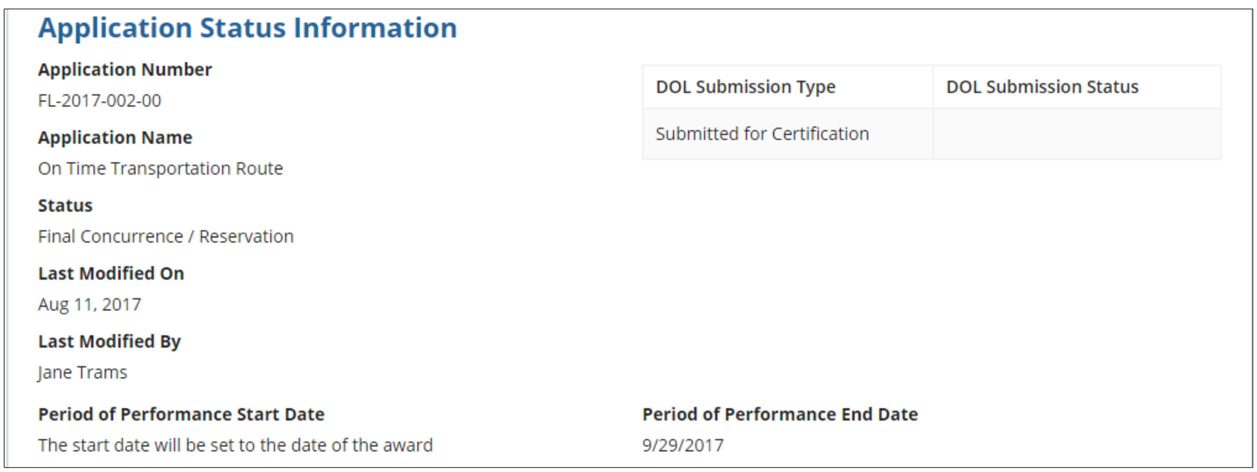
The application Summary dashboard, is the landing page when opening a specific application or award record. It contains high level information about the application or award. The Summary page is not editable for any user at any time. The Summary page contains five (5) sections (from top to bottom):

1) **Progress Bar:** At the top of the page is a progress bar showing the current phase of the application/award. A dark blue line will shade the bar from left to right, stopping at the current Application Phase. Application Phases are different from Application Statuses. Each phase of the application can have one or more application statuses. For more information about each of the Pre-Award Phases within the Progress Bar and the applicable statuses for each phase, refer to section 7.7.4 Application Phases vs Application Status. To view only the Pre-Award Statuses, refer to section 7.1 Application/Award Status.

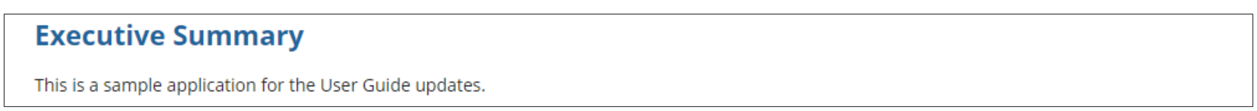


2) **Recipient Details:** Beneath the Status Bar, is the Recipient Details section. This section contains the recipient organization ID and the legal business name. The ID is a hyperlink to the recipient record.

3) **Application Status Information:** Beneath the Recipient Details section, is the Application Status Information section. This section contains the application number, name, status, last modified date and modifying individual, DOL submission type and status, and period of performance.



4) **Executive Summary:** Beneath the Application Status Information section is the Executive Summary section containing the executive summary text for the application or award.



Application Details: At the bottom of the page is the Application Details section. This section contains information such as the type of financial assistance, reporting frequencies,pre-award authority, suballocation, funds and organizational debt, etc. For more information on the different displays of information for each detail, go to section 7.4.1 Create Application.

Application Details

Type of Financial Assistance
Grant

Frequency of Milestone Progress Report
Quarterly

Frequency of Financial Federal Reports
Quarterly

Does this application include funds for research and/or development activities?
No, this application does not include funds for research and/or development activities.

Requires E.O 12372 Review?
No

State Application ID
N/A

Date Submitted for State Review
N/A

Pre-Award Authority
No, this application is not using Pre-Award authority.

Does this application include suballocation funds?
Recipient organization is directly allocated these funds and is eligible to apply for the funds directly.

Will this Grant be using Lapsing funds?
No

Will indirect costs be applied to this application?
No, indirect costs will not be applied to this application.

Indirect Cost Description
N/A

Delinquent Federal Debt
No, my organization does not have delinquent federal debt.

Delinquent Federal Debt Description
N/A

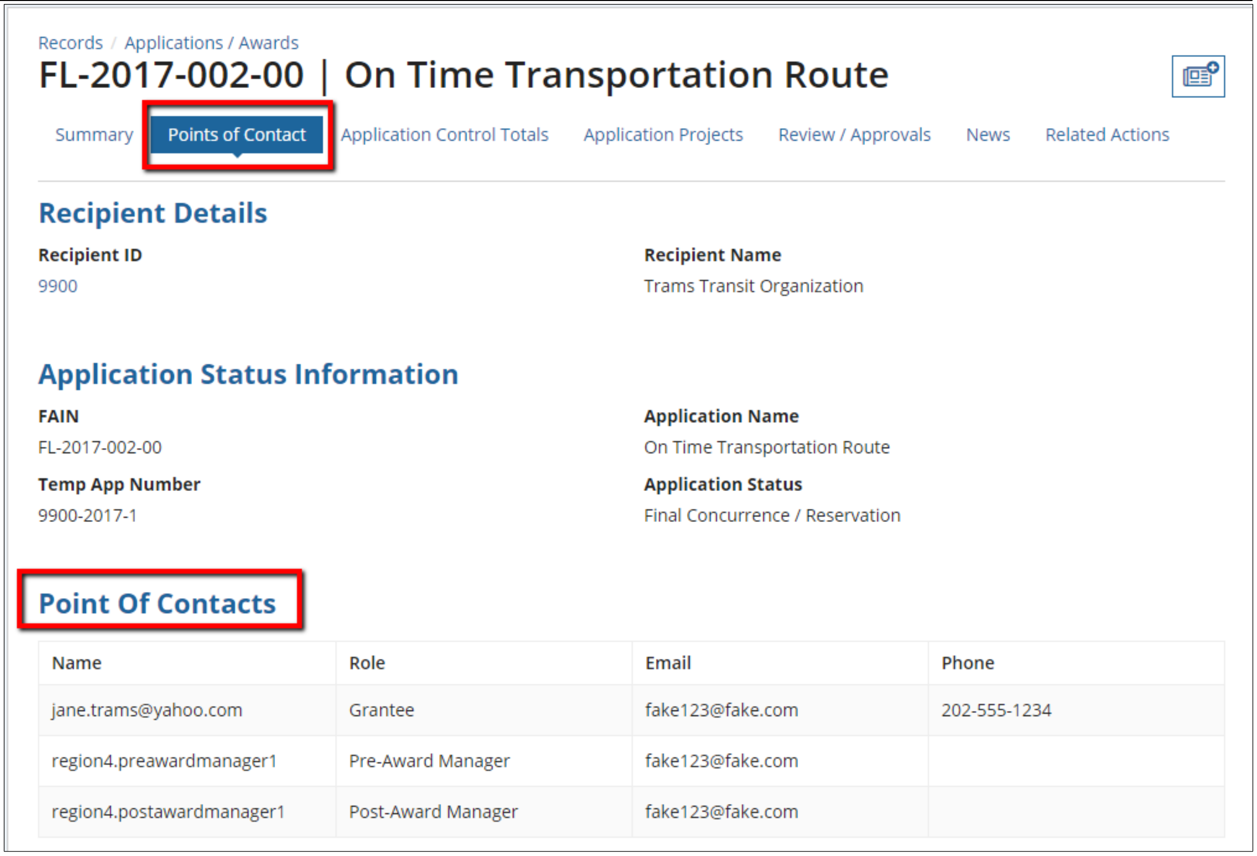
The information in the 'Executive Summary' and the 'Application Details' sections can be edited by using the application related action and selecting the 'Application Details'.

4.2.2 Points of Contact

The 'Points of Contact' page displays the recipient and FTA points of contacts for the application or award. The recipient point of contact is set during the initial application development and may be updated on the 'Application Details' screen. The FTA points of contacts (Pre-Award Manager and Post-Award Manager) are set after the initial application transmission. The point of contact name, user role, email, and phone number will display on the 'Points of Contact' page.

To view the 'Points of Contact' page for an application/award:

1) Search and open the desired application/award.
2) Click the 'Points of Contact' link from the navigation bar.
3) The application points of contact page will open. The page contains a 'Points of Contact' table showing the recipient POC, assigned Pre-Award Manager, and assigned Post-Award Manager. If there are no points of contact, the table will be empty.



4) To navigate away from the 'Points of Contact' page, and stay on the application click on any application tab (Summary, Application Control Totals, etc). To leave the application click on any tab outside the page (e.g. Tasks, News, etc).

4.2.3 Application Control Totals

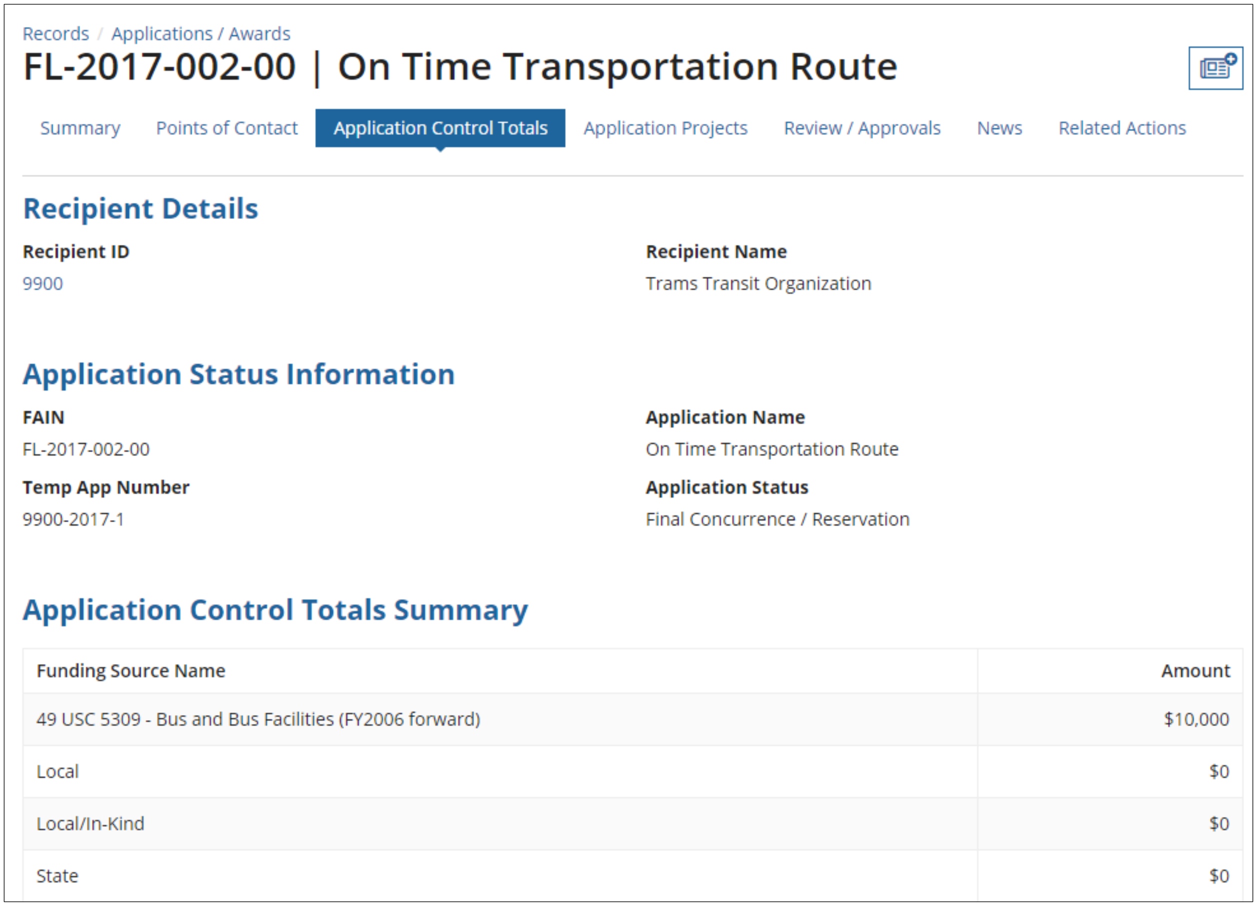
The 'Application Control Totals' page displays the total funding for each of the application's funding sources.

To view the 'Application Control Totals' page:

1) Search and open the desired application/award.

2) Click the 'Application Control Totals' link from the navigation bar.

3) The application totals page will open with the funding totals listed in the 'Application Control Totals Summary' table (funding source names and totals will show). If no funding sources have been defined for an application, the table will not appear.



4) To move away from the 'Application Control Totals', and stay on the application click on the summary or other navigation tab. To leave the application, click on any tab (e.g. records) outside the application page.

4.2.4 Application Projects

The 'Application Projects' page displays the list of projects associated with an application. Projects divide an application into smaller pieces. Each application must have at least one project. Projects contain the following details:

- Scope of work
- Location/place of performance
- Funding sources and amounts
- Project milestones
- Environmental Determinations
- Project-specific documentation

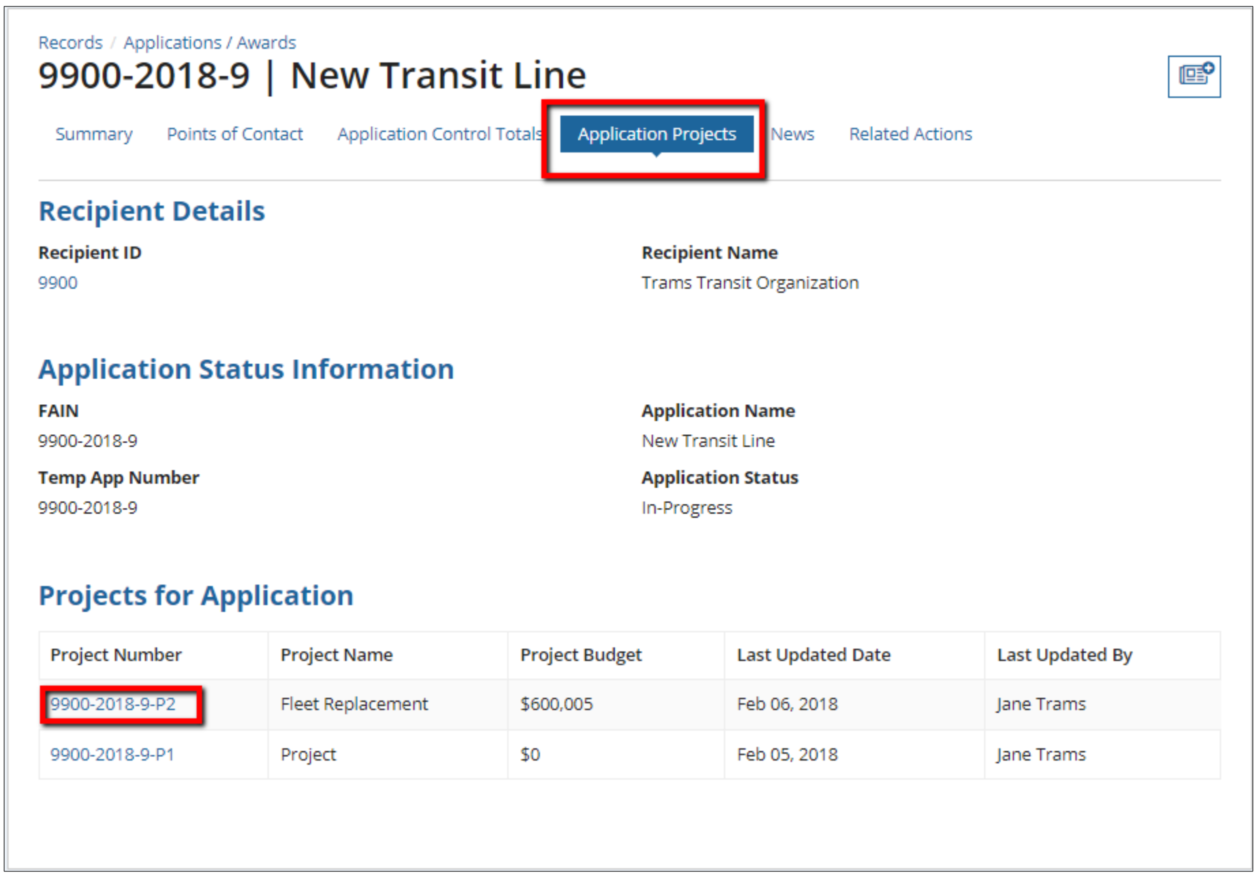
To view the projects associated within an application or award:

1) Search and open the desired application/award.

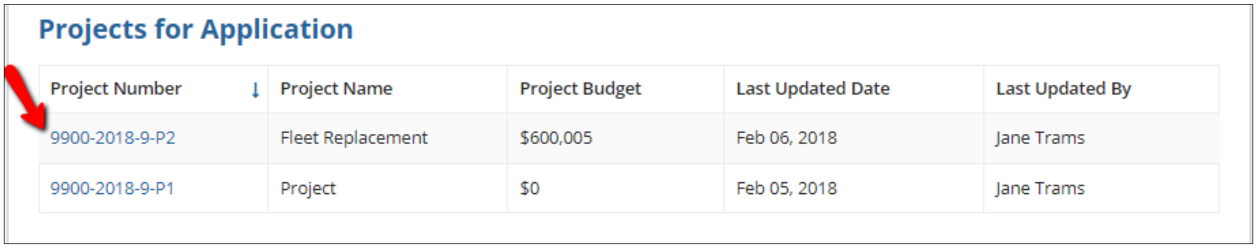
2) Click the 'Application Projects' link from the navigation bar.

3) The 'Application Projects' page will open with a list of projects showing in the 'Projects for Application' table. Within the table, are 5 columns that can be used to sort the content within the 'Projects for Application' table.

   The Project Number is the first column. It consists of the FAIN, a dash, the letter 'P' and a unique number (e.g. 9900-2018-9-P2 as shown in the screenshot below). Other columns include the Project Name, Project Budget, Last Updated Date and Last Updated By.



4) Click on the 'Project Number' for the project information that you want to view. The project number is a hyperlink to the project information.

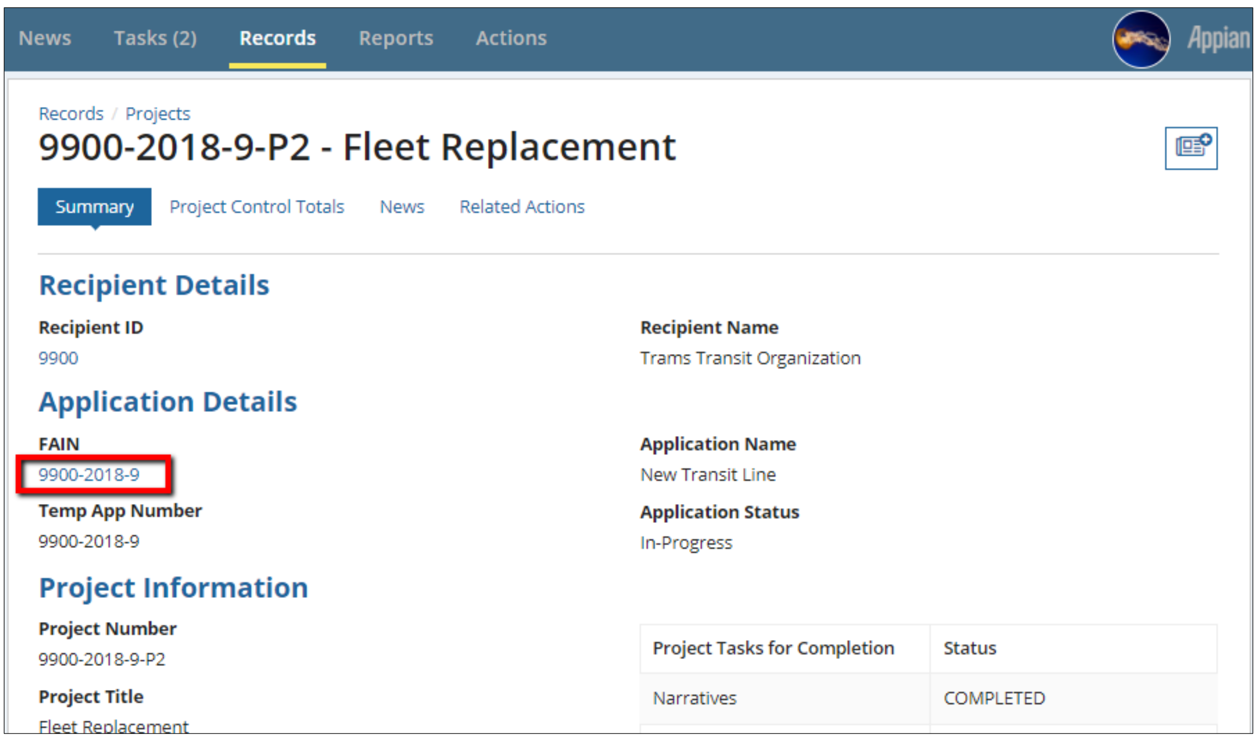


Projects for Application

Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
9900-2018-9-P2	Fleet Replacement	$600,005	Feb 06, 2018	Jane Trams
9900-2018-9-P1	Project	$0	Feb 05, 2018	Jane Trams

The project 'Summary' page will display.

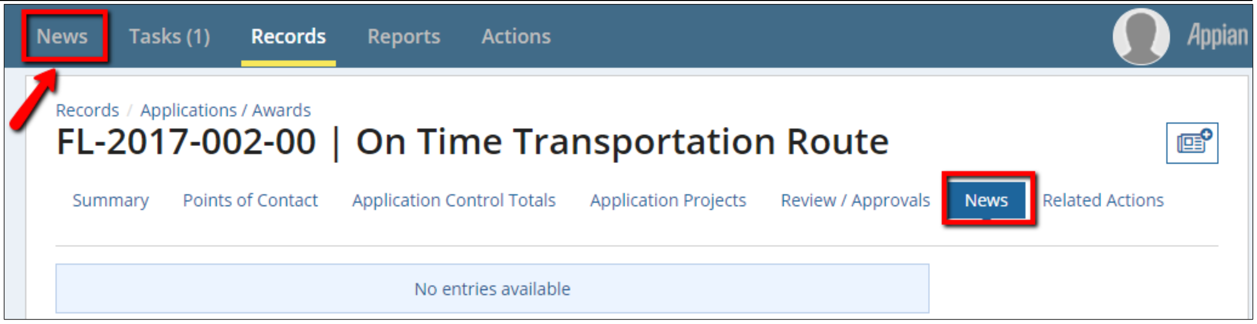
5) To return to the application 'Summary' page click on the application 'FAIN' hyperlink. Under the 'Application Details Section'.



6) Additional details about application projects are present in section 7.3 Working with Projects.

4.2.5 News

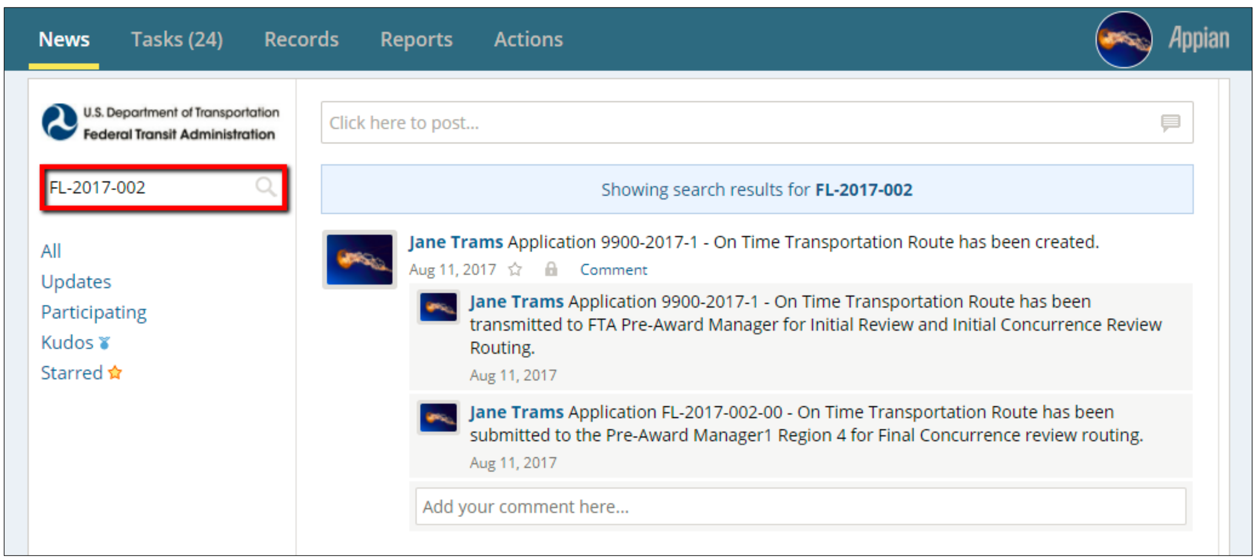
The application 'News' page will always show the message "No entries available." Any news about an application will post to the 'News' tab instead of the application 'News' page.



To search for news specific to an application:

1) Go to the News tab.

2) Type the application number (FAIN) or part of the application name into the search box (dashes are required for FAIN). All news items specific to the application will appear.



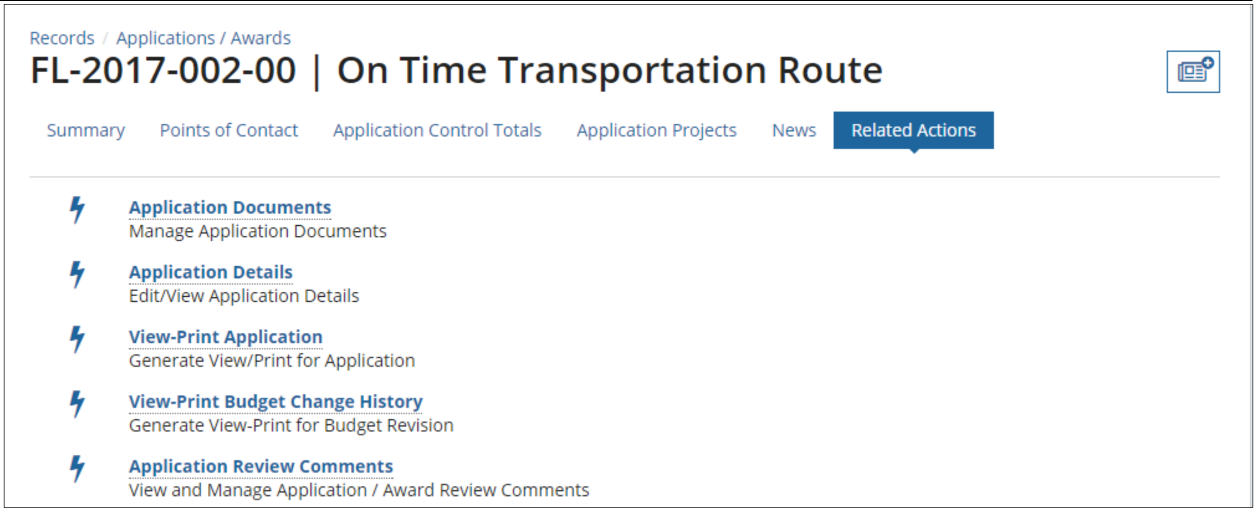
4.2.6 Related Actions

The 'Related Actions' page on an application record contains a menu of options that enable the user to modify the application or see additional details about the application. The specific suite of options will vary based on the user's roles and the status of the application or award.

The following 'Related Actions' are always visible regardless of the user's role or the application status:

1) Application Documents
2) Application Details
3) View-Print Application
4) View-Print Budget Change History
5) Application Review Comments

Additional related actions will be discussed as part of the application development process.

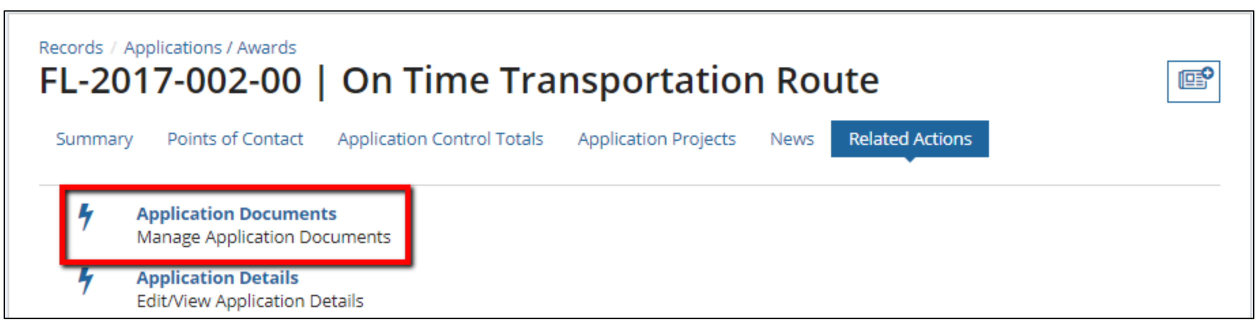


4.2.6.1 Related Action: Application Documents

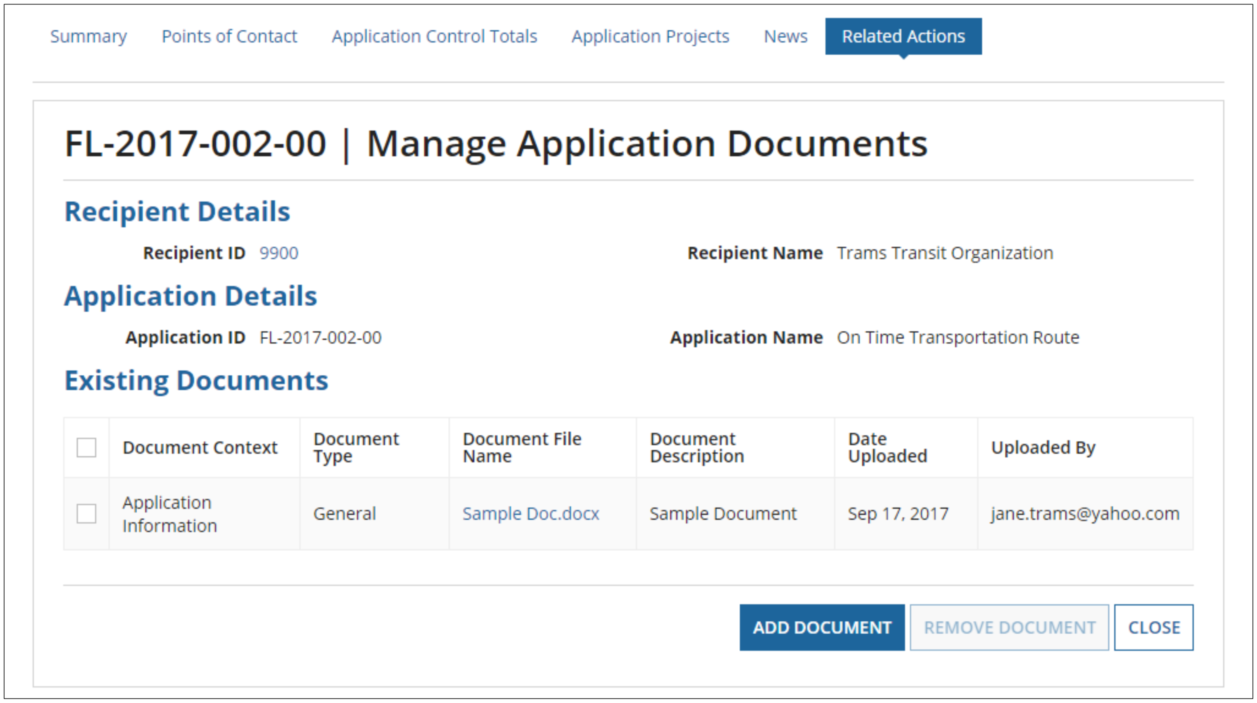
The 'Application Documents' related action allows users to view, add, and delete application-specific documents.

To view, add, or delete application documents:

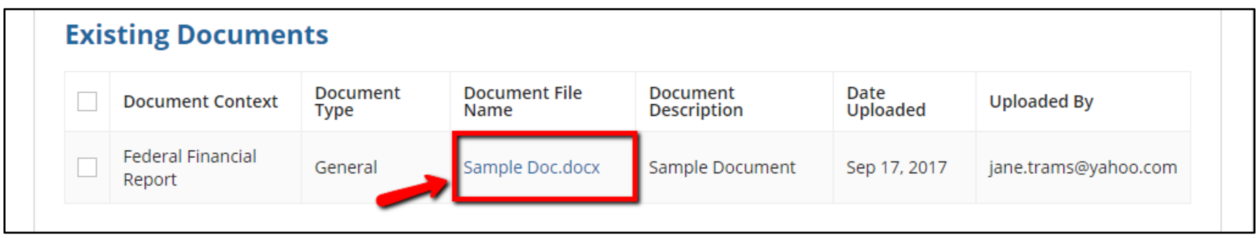
1) Search and open the desired application/award
2) Click the 'Related Actions' link from the navigation bar.
3) Click the 'Application Documents' related action from the menu options.



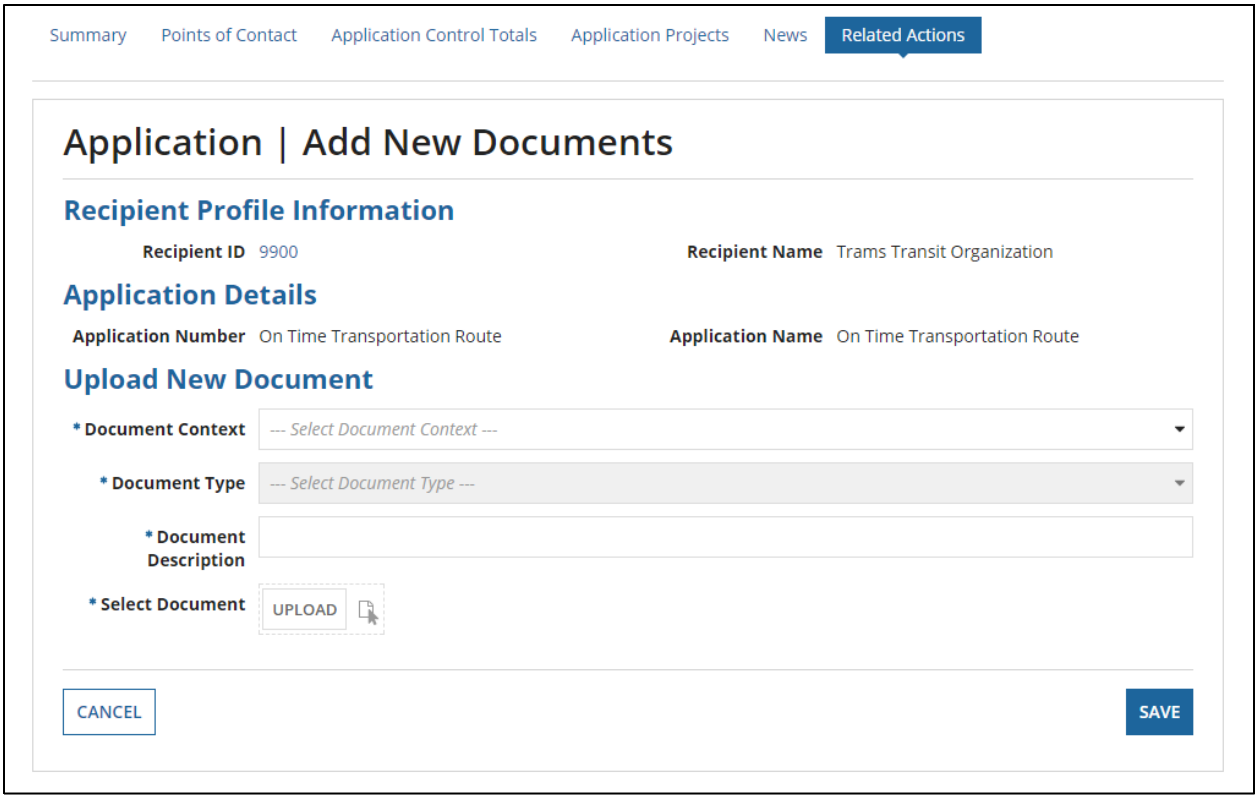
4) The 'Manage Application Documents' form will open. All existing documents will be visible in the 'Existing Documents' table. Each document's [context](), type, file name, description, uploaded date, and individual who completed the upload will display.



5) **View Document:** To view a document, click the corresponding 'Document File Name' hyperlink. The file will download to your local file system.



6) **Add Document:** Click the 'Add Document' button to upload a new document to the application. The "Application | Add New Documents" form will open. Fill in all required information (noted with an asterisk) as described below:

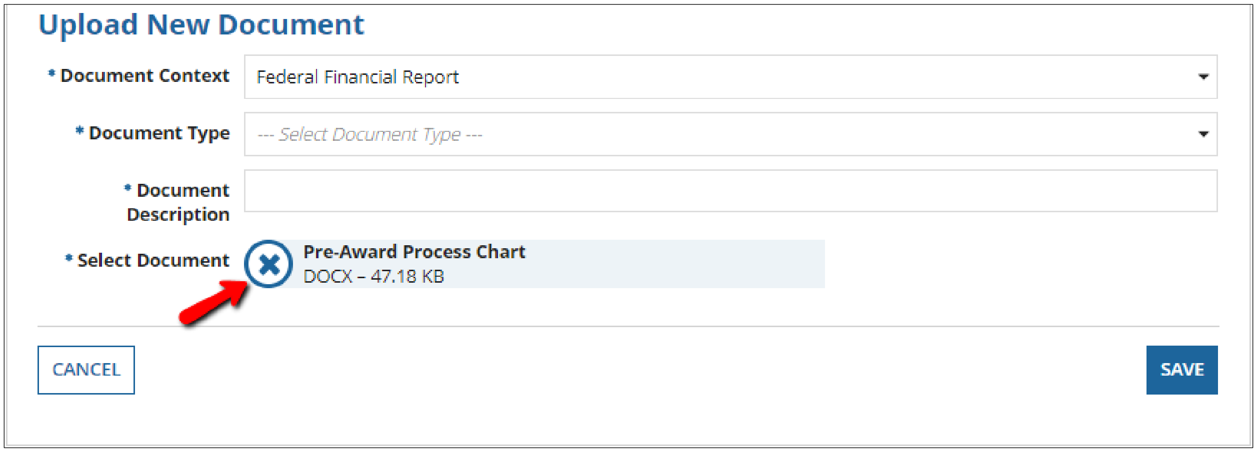


1) **Document Context:** Select a context type ("document category") from the drop-down menu. For more details on the available Document Context options, refer to section <u>7.7.1 Document Contexts and Document Types7.7.1 Document Contexts and Document Types</u>

2) **Document Type:** Select a document type from the drop-down menu. The available types depend on the selected context. For more details on the available Document Context and Document Type combinations, refer to section <u>7.7.1 Document Contexts and Document Types7.7.1 Document Contexts and Document Types</u>

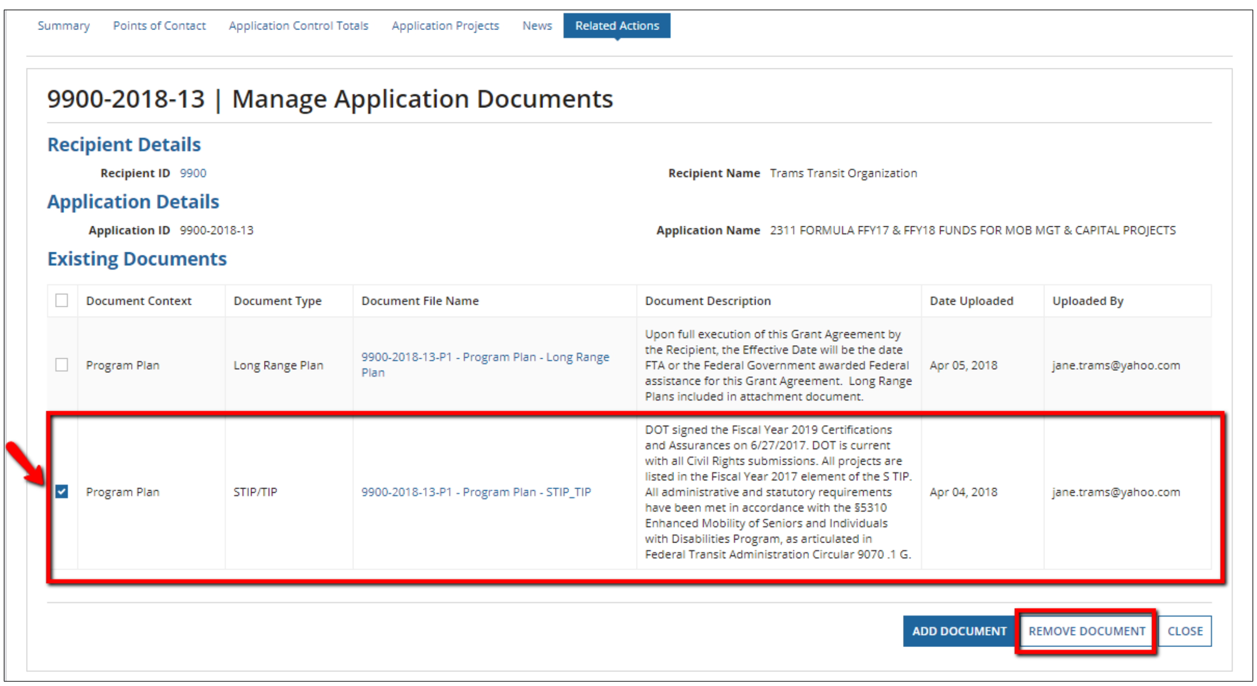
3) **Document Description:** Enter a description for the document. While this field has essentially no character length limit, be clear and concise.

4) **Select Document:** Click the 'Upload' button and select a file from your local system. You may only upload one file at a time. Hover over the 'page' icon next to the uploaded file and click the 'X' that appears to remove the file as needed.



5) Once all details have been entered, click the **'**Save' button to save the document. The previous screen will open and you will see the uploaded file in the 'Existing Documents' grid.

7) **Delete Document:** To delete a document, select the checkbox next to the document in the 'Existing Documents' table and click the 'Remove Document' button. The user can delete one or more documents at a time.



4.2.6.2 Related Action: Application Details

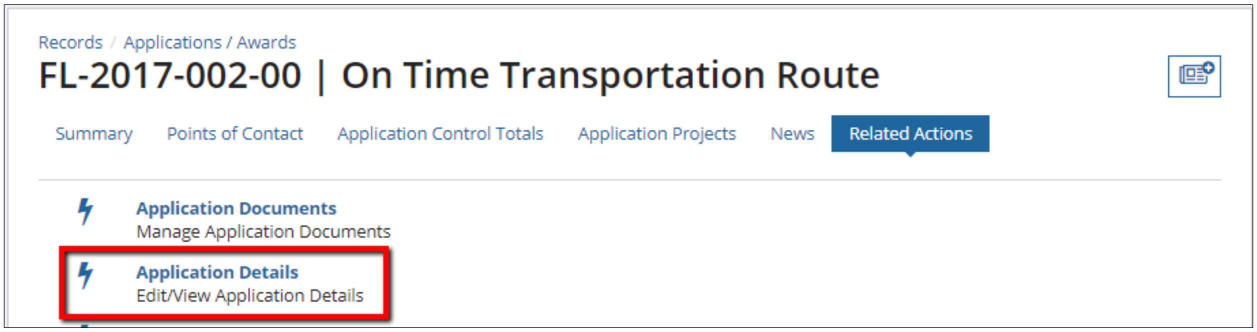
The ‘Application Details’ related action allows users with the roles of ‘Submitters’ or ‘Developers’ to edit high-level application information. Information can only be modified during initial application creation and during post-award modifications. This information will be read-only for all other users and during all other phases of a grant’s life cycle.

To view or edit an application record:

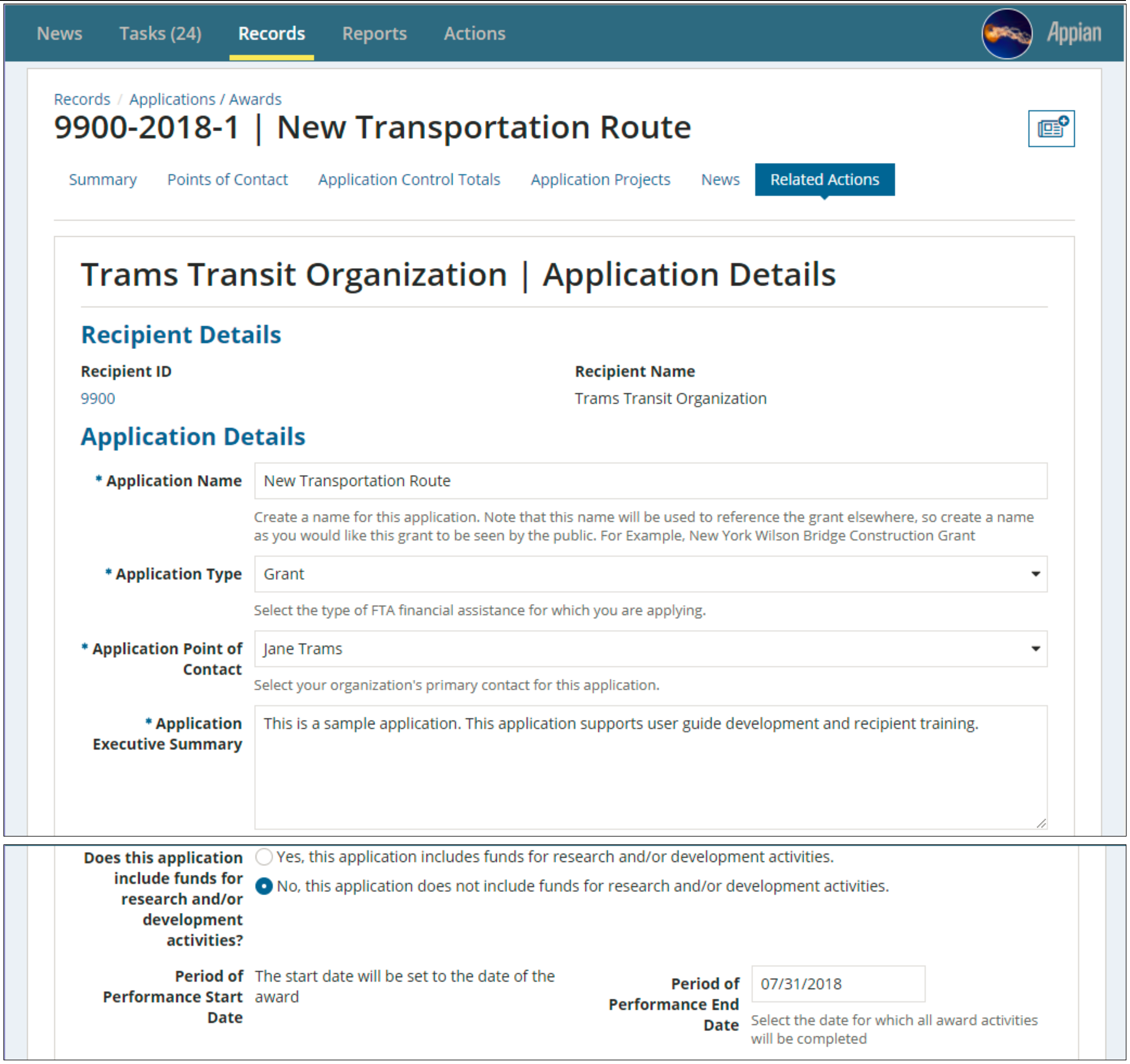
1) Search and open the desired application/award.

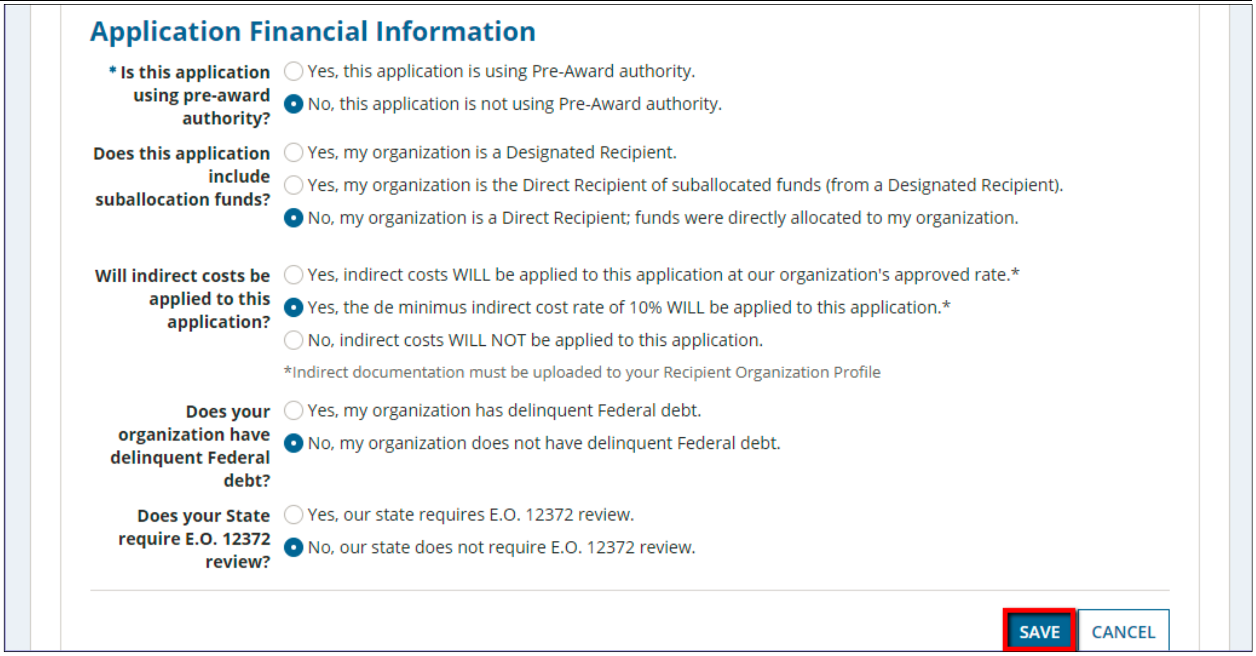
2) Click the ‘Related Actions’ link from the navigation bar.

3) Click the ‘Application Details’ related action from the menu.



4) The ‘Application Details’ form for the selected application will open. Submitters and Developers can edit textual responses and change the selected values saved for all questions. For details about each of the questions on the ‘Application Details’ section, see Section 7.4.1, Create Application. Additional guidance is also provided on the FTA TrAMS website.


News
Tasks (24)
Records
Reports
Actions
Appian
Records / Applications / Awards
9900-2018-1 | New Transportation Route
Summary
Points of Contact
Application Control Totals
Application Projects
News
Related Actions
Trams Transit Organization | Application Details
Recipient Details
Recipient ID
9900
Recipient Name
Trams Transit Organization
Application Details
* Application Name
New Transportation Route
Create a name for this application. Note that this name will be used to reference the grant elsewhere, so create a name as you would like this grant to be seen by the public. For Example, New York Wilson Bridge Construction Grant
* Application Type
Grant
Select the type of FTA financial assistance for which you are applying.
* Application Point of Contact
Jane Trams
Select your organization's primary contact for this application.
* Application Executive Summary
This is a sample application. This application supports user guide development and recipient training.
Does this application include funds for research and/or development activities?
Yes, this application includes funds for research and/or development activities.
No, this application does not include funds for research and/or development activities.
Period of Performance Start Date
The start date will be set to the date of the award
Period of Performance End Date
07/31/2018
Select the date for which all award activities will be completed



5) Click the 'Save' button to save all changes and return to the 'Related Actions' menu.

6) You can verify changes by clicking the 'Summary' dashboard to view application details.

4.2.6.3 Related Action: View-Print Application

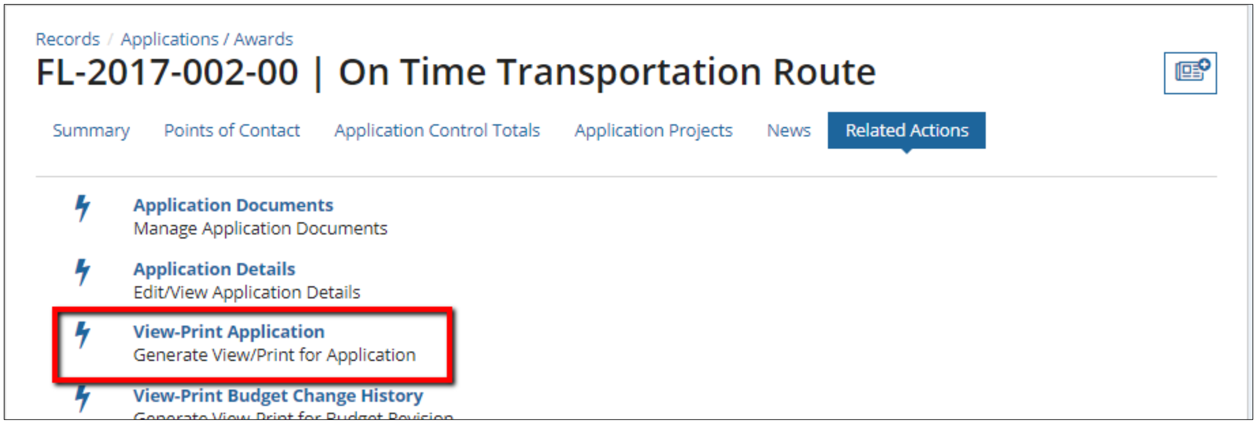
To view or print the application as a document, use the 'View-Print Application' related action. This will generate a document in Rich Text format that may be viewed, saved, and/or printed. The document is readable by Microsoft Word. Depending on which browser is used, the method for downloading and saving the document may slightly differ, but the format of the document will remain the same. The application document will contain all critical application information to include: the applying recipient organization, the application details (as entered on the "Application Details" form), the application status, budget totals, project details, FTA review comments, and the award agreement.

To generate the application view-print:

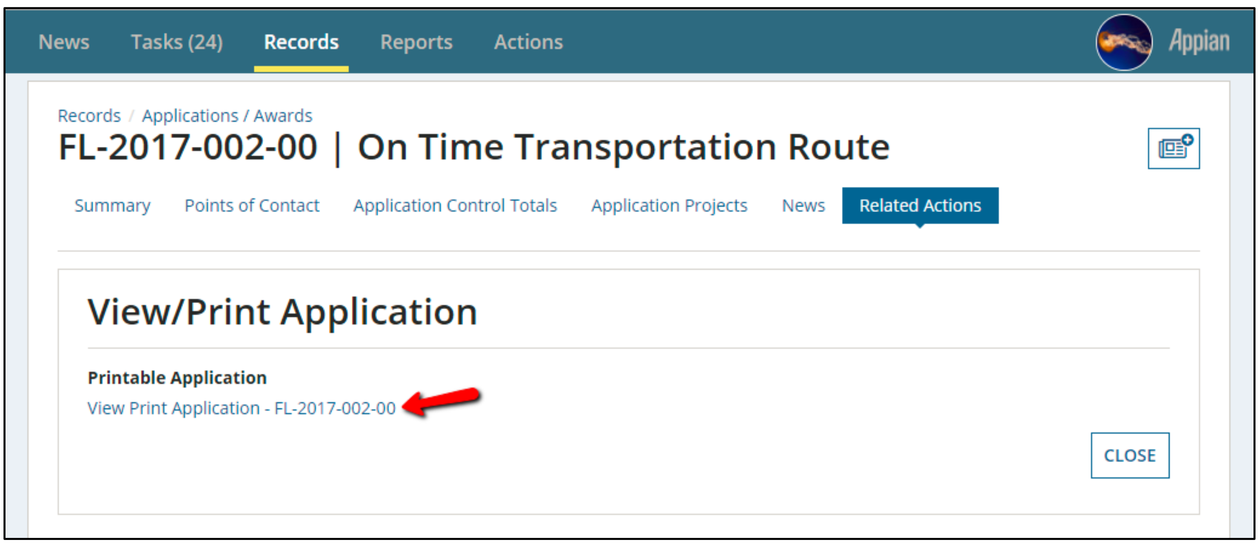
1) Search and open the desired application/award.

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

3) Click the 'View-Print Application' related action from the menu.



4) The 'View/Print Application' form will display, containing a hyperlink to the application view-print. Click on the provided 'View Print Application" link to download the view-print file. The file is in Rich Text format.



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

6) Open the file to review the application details.

DOT FTA

U.S. Department of Transportation Federal Transit Administration

Application

Federal Award Identification Number (FAIN)	FL-2017-002-00
Temporary Application Number	9900-2017-1
Application Name	On Time Transportation Route
Application Status	Final Concurrence / Reservation
Application Budget Number	0

Part 1: Recipient Information

Name: Trams Transit Organization

Recipient ID	Recipient OST Type	Recipient Alias	Recipient DUNS
9900	Transit Authority	TrAMS Transit	999999999

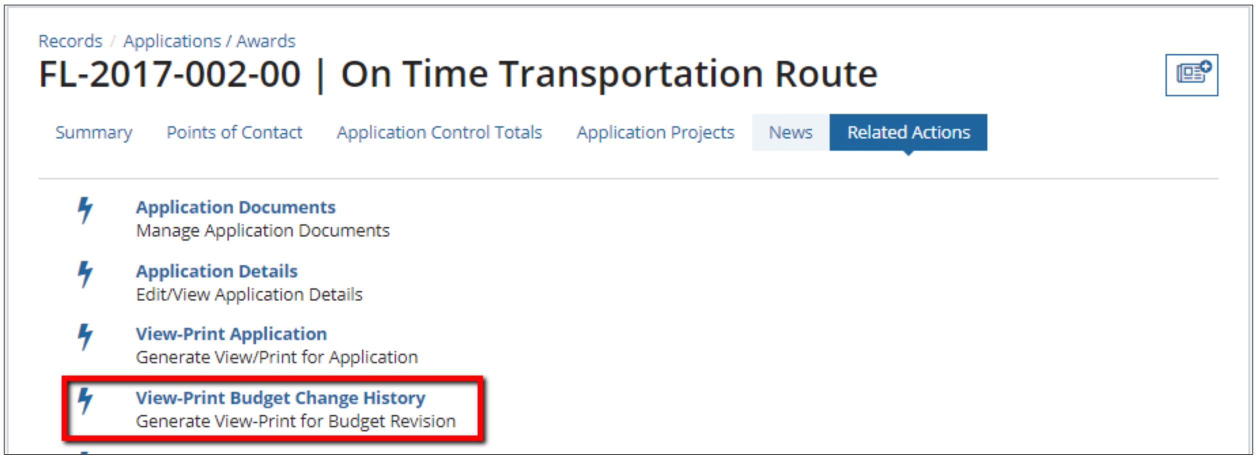
4.2.6.4 Related Action: View-Print Budget Change History

The View Print Budget Change History will populate for the initial award and summarize each individual change to the award. This action will generate a document in Rich Text Format (RTF) that shows changes for a selected revision number. The document can be viewed, saved, and/or printed.

1) Search and open the desired application/award.

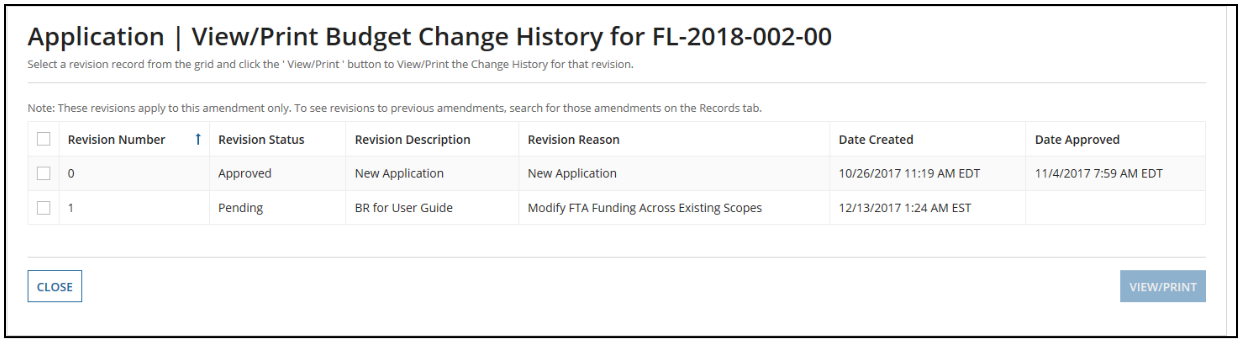
2) Click the 'Related Actions' link from the navigation bar.

3) Click the 'View-Print Budget Change History' related actions from the menu.

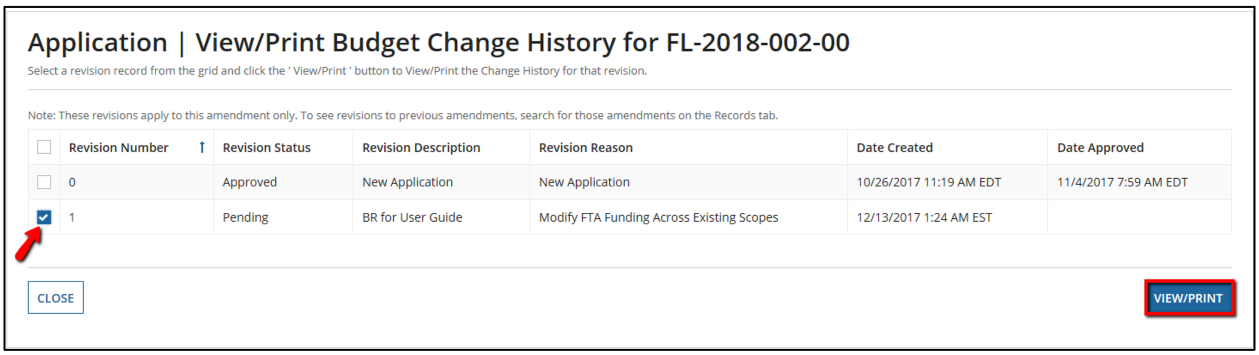


4) The 'View/Print Budget Change History' form will display. The form contains a grid of the initial application (new application) and budget revisions. Revision number 0 is the budget for the initial award. Revision numbers are incremented by 1 for each subsequent budget revision in the

amendment. The Revision Description column contains a brief description that the user provides during the Budget Revision Process. The Revision Reason is also selected by the user.



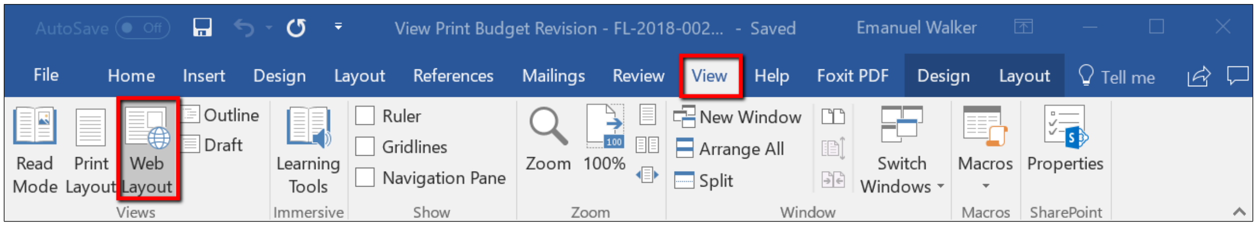
5) To view, select the checkbox next to a revision and then click the ‘View/Print’ button to download the revision details.

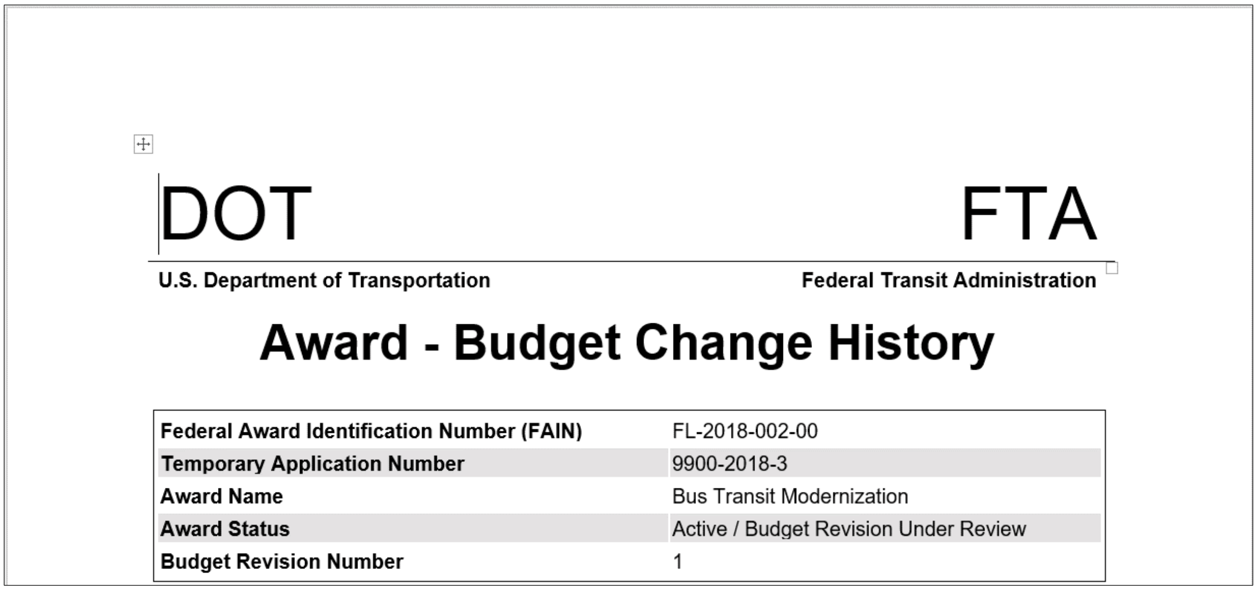


6) The ‘View/Print Budget Revision’ form will display. Click on the provided link to view or save budget revision details.

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

8) The view-print can be opened using Microsoft Word. Due to the width of some of the view-print tables, you may need to select the “Web Layout” view option from the “View” tab within Word.





DOT FTA

U.S. Department of Transportation Federal Transit Administration

Award - Budget Change History

Federal Award Identification Number (FAIN)	FL-2018-002-00
Temporary Application Number	9900-2018-3
Award Name	Bus Transit Modernization
Award Status	Active / Budget Revision Under Review
Budget Revision Number	1

4.2.6.5 Related Action: Application Review Comments

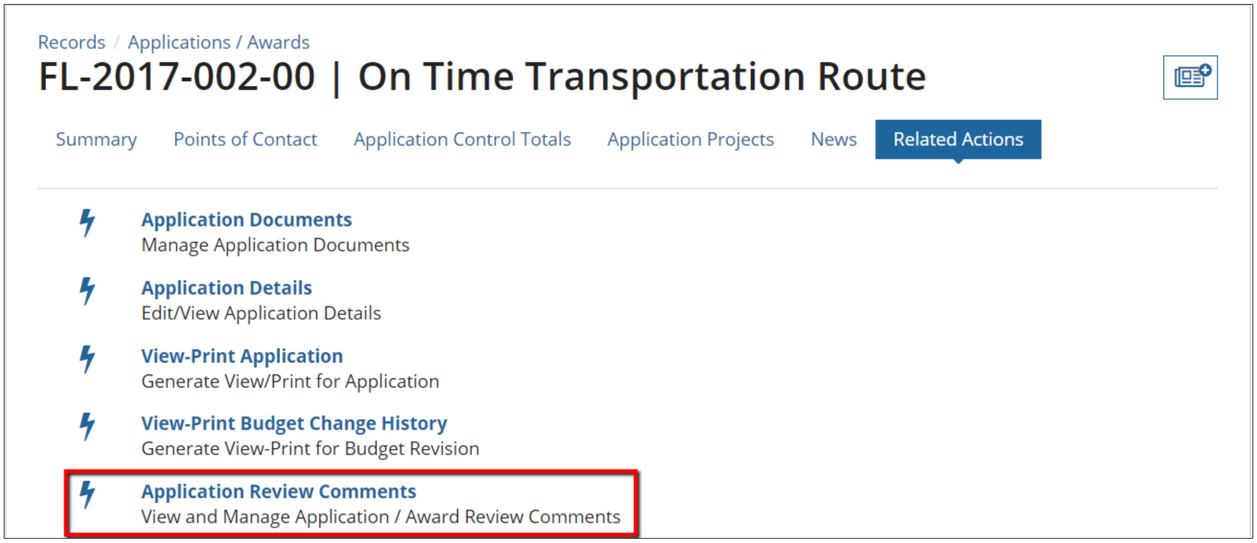
The ‘Application Review Comments’ related action allows recipients to both view FTA comments logged for the application and to add comments to the application as it is going through development and reviews. FTA personnel can add comments to an application up to award execution. Recipient users with the ‘Submitters’ and ‘Developers’ roles can only add review comments while the application is in the ‘In-Progress’, ‘In-Progress / Returned to Grantee’ or ‘FAIN Assigned / Ready for Submission’ statuses. All recipient roles may view the review comments. .

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

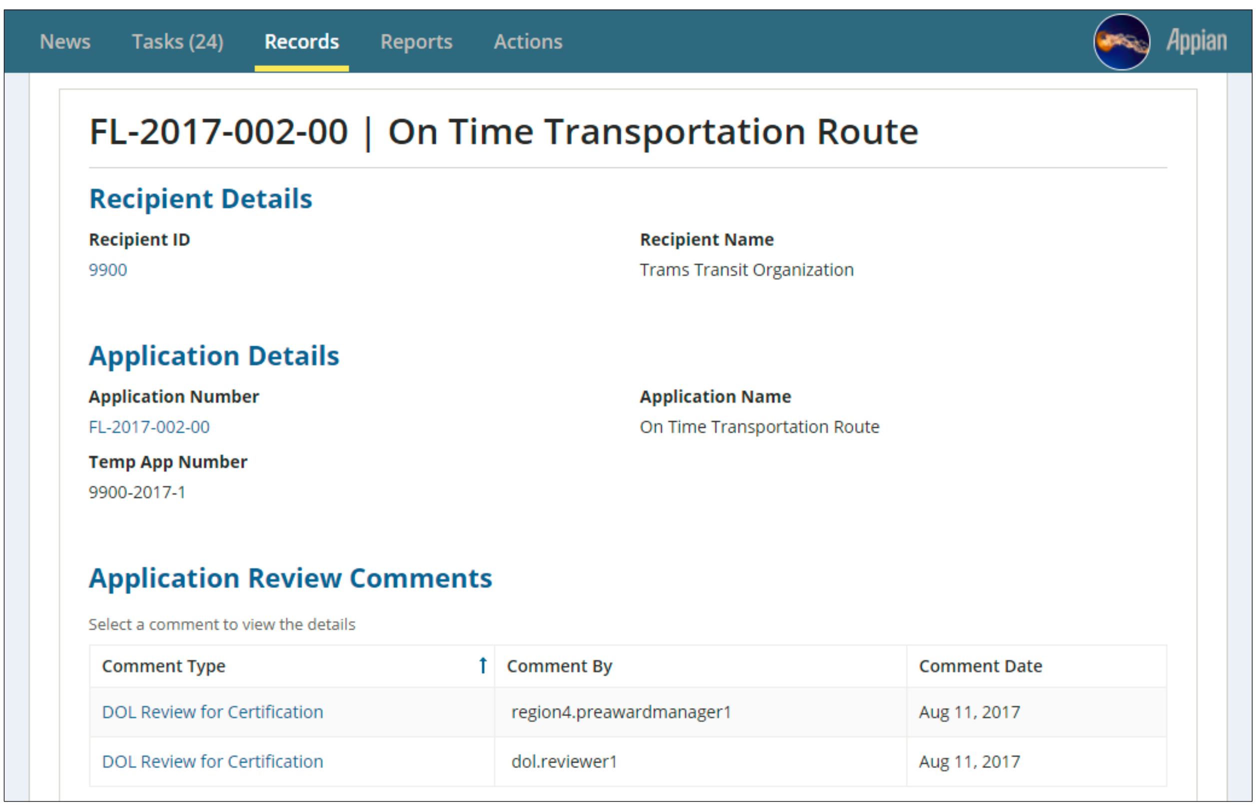
1) Search and open the desired application/award.

2) Click the ‘Related Actions’ link from the navigation bar.

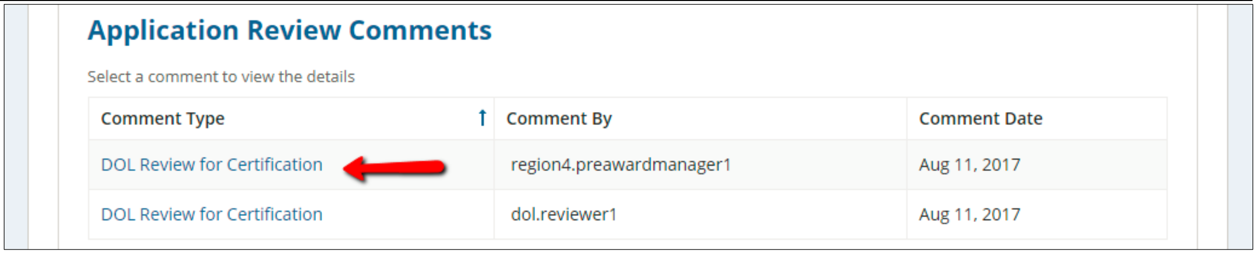
3) Click the ‘Application Review Comments’ related actions from the menu options.



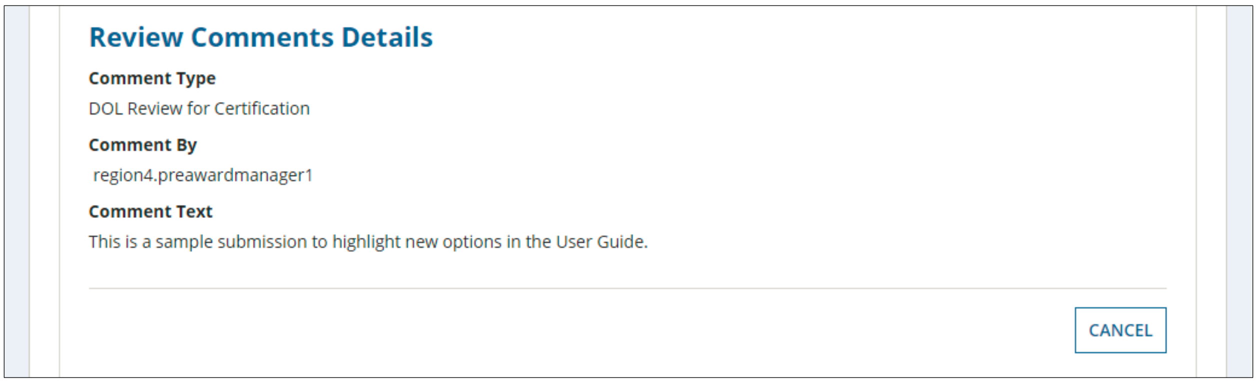
4) The review comments form will display. Comments logged are shown in a grid format and include: comment type, the username of the user who made the comment, and the date the comment was made.



5) Click on the hyperlink in the 'Comment Type' field to review the comment.



6) A new section will open at the bottom of the form containing the comment details.



7) Click the ‘Cancel’ button to return to the ‘Related Action’ menu.

8) **Add Comment:** If you are a ‘Submitter’ or ‘Developer’, you may add comments for FTA to review while the application is in the ‘In-Progress’, ‘In-Progress / Returned to Grantee’ or ‘FAIN Assigned / Ready for Submission’ statuses. The ‘Add New Comment’ button will appear above the ‘Application Review Comments’ grid. Click the ‘Add New Comment’ button

9) . A comment section will open at the bottom of the form.

10) Select a ‘Comment Type’ from the drop-down menu and provide your comments in the ‘Comment Text’ box.

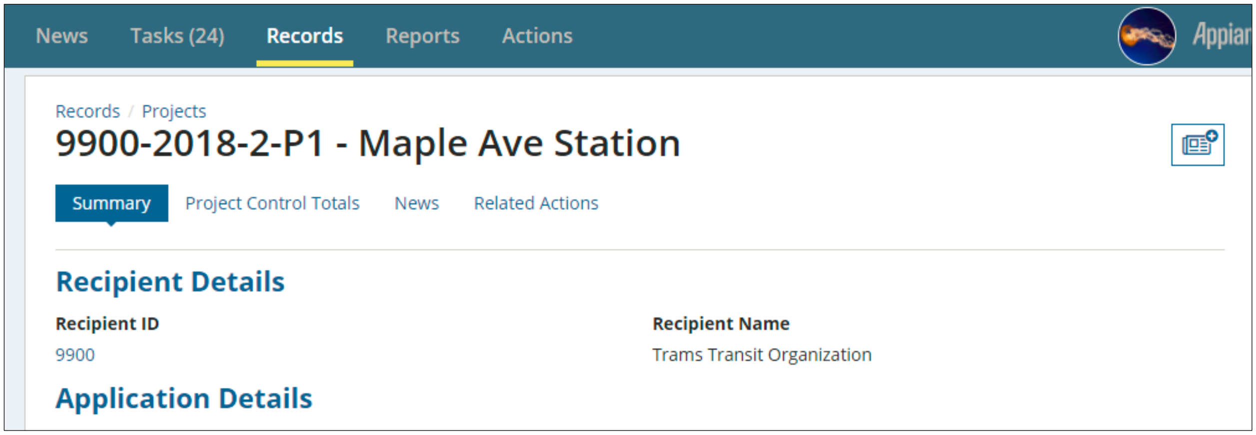
11) Click the ‘Save’ button to save your comments. The comment will appear in the comments grid.

12) Use the ‘Cancel’ button next to the ‘Save’ button to close the comment box without saving.

13) Use the ‘Cancel’ button on the bottom of the form to return to the ‘Related Actions’ menu without saving the comment.

4.3 Working with Projects

'Project' records open to a 'Summary' page that contains high-level information about a project within the application.



The navigation bar at the top of the Summary page contains options to select and view additional project information. These options, as visible from left to right in the above image, are:

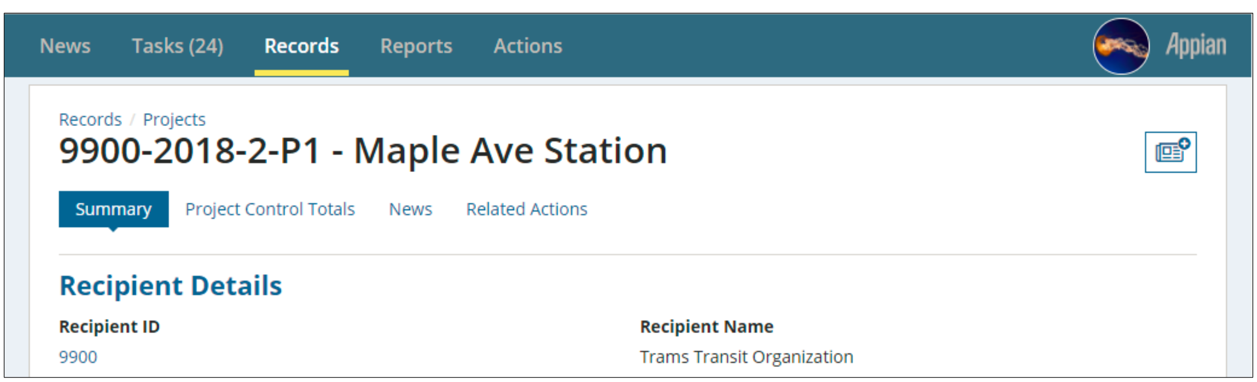
1) Summary
2) Project Control Totals
3) News
4) Related Actions

The information available within each option will vary by user role and the current status of the application or award. These options will be discussed in subsequent sections.

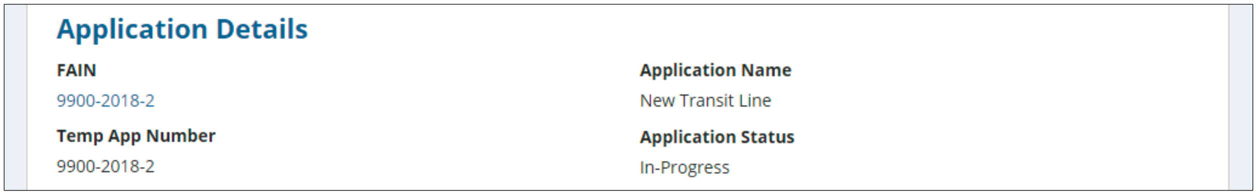
4.3.1 Summary

The project Summary page is the landing page when opening a specific project. It contains high level information about the project. The Summary page is a view-only page that summarizes the information regarding a particular project. To update information on the Summary dashboard, refer to the section 7.3.4 Related Actions. The Summary page contains five (5) sections (from top to bottom):

1) **Recipient Details:** Beneath the Status Bar, is the Recipient Details section. This section contains the recipient organization ID and name. The ID is a hyperlink to the recipient record. Recipient information is always pulled from the recipient information record.



2) **Application Details:** Beneath the Recipient Details section, is the Application Details section. This section contains the temporary application number, and temporary FAIN, application name, and status.


Application Details

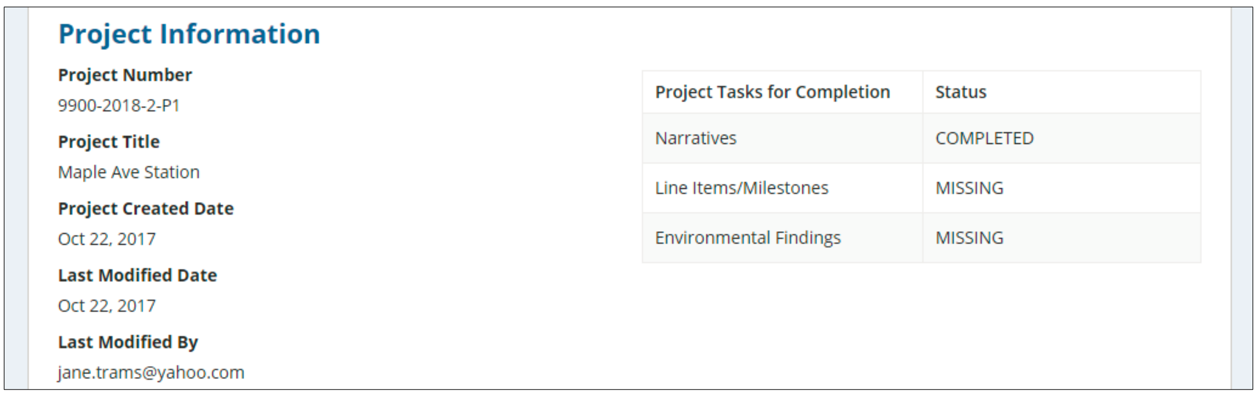
FAIN
9900-2018-2

Temp App Number
9900-2018-2

Application Name
New Transit Line

Application Status
In-Progress

3) **Project Information:** Beneath the Application Details section is the Project Information section. This section contains the project number, title, created date, last modified date, and last modified by, as well as a summary of the major project tasks. The Project tasks summary indicates the task status of information required to validate a project during create application phase.


Project Information

Project Number
9900-2018-2-P1

Project Title
Maple Ave Station

Project Created Date
Oct 22, 2017

Last Modified Date
Oct 22, 2017

Last Modified By
jane.trams@yahoo.com

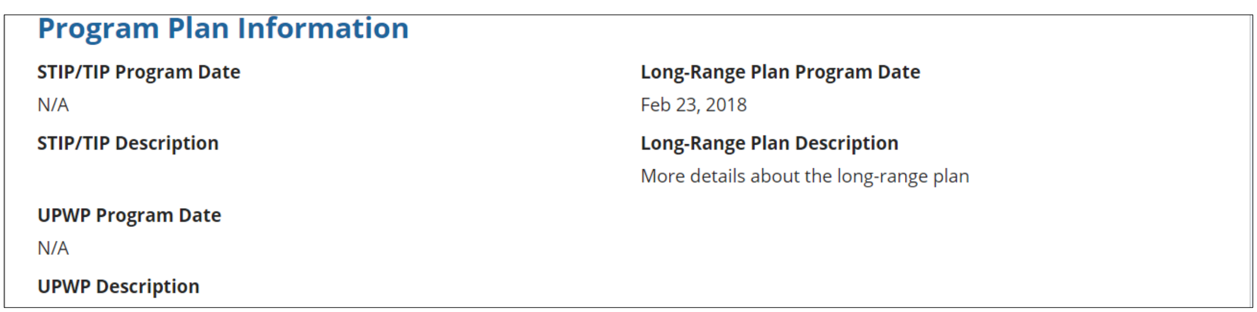
Project Tasks for Completion	Status
Narratives	COMPLETED
Line Items/Milestones	MISSING
Environmental Findings	MISSING

4) **Capital Investment Project Information:** Beneath the Project Information section specifies if the Project is defined as as a major Capital Investment Project; and if applicable the type of activity (New Starts, Small Start, or…..


Capital Investment Project Information

Major Capital Investment Project?
No, this is not a major capital investment project.

5) **Program Plan Information:** At the bottom of the page is the Program Plan Information section. This section contains information about program plans for the project.


Program Plan Information

STIP/TIP Program Date
N/A

STIP/TIP Description

UPWP Program Date
N/A

UPWP Description

Long-Range Plan Program Date
Feb 23, 2018

Long-Range Plan Description
More details about the long-range plan

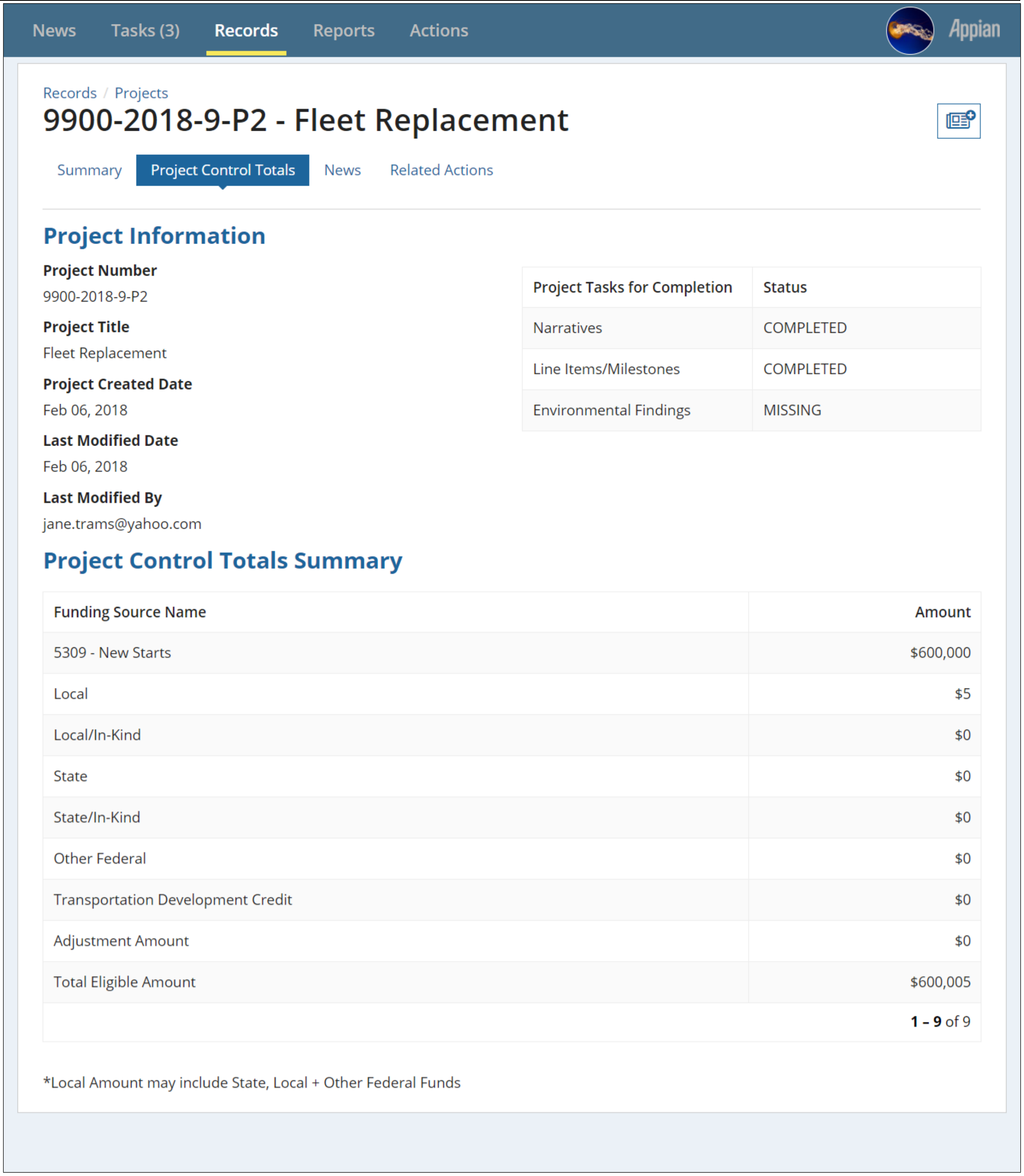
The information within each of these 5 sections of the Project Summary dashboard can be edited from the '<u>Project Related Actions</u>.'

4.3.2 Project Control Totals

The 'Project Control Totals' page displays the total funding for each of the project's funding sources; the system automatically pulls this information from the project budget.

To view the 'Project Control Totals' page:

1) Search and open the desired project, or from the application select the 'Application projects' tab of the navigation bar, select the appropriate project.
2) Click the 'Project Control Totals' link from the navigation bar once on the project summary.
3) The project totals page will display the funding totals listed in the 'Project Control Totals Summary' table (funding source names and totals will show). If no funding sources have been defined for the project, the 'Project Controls Total' table will not appear. See images below.



News Tasks (3) **Records** Reports Actions

Records / Projects

9900-2018-9-P2 - Fleet Replacement

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

Project Information

Project Number
9900-2018-9-P2

Project Title
Fleet Replacement

Project Created Date
Feb 06, 2018

Last Modified Date
Feb 06, 2018

Last Modified By
jane.trams@yahoo.com

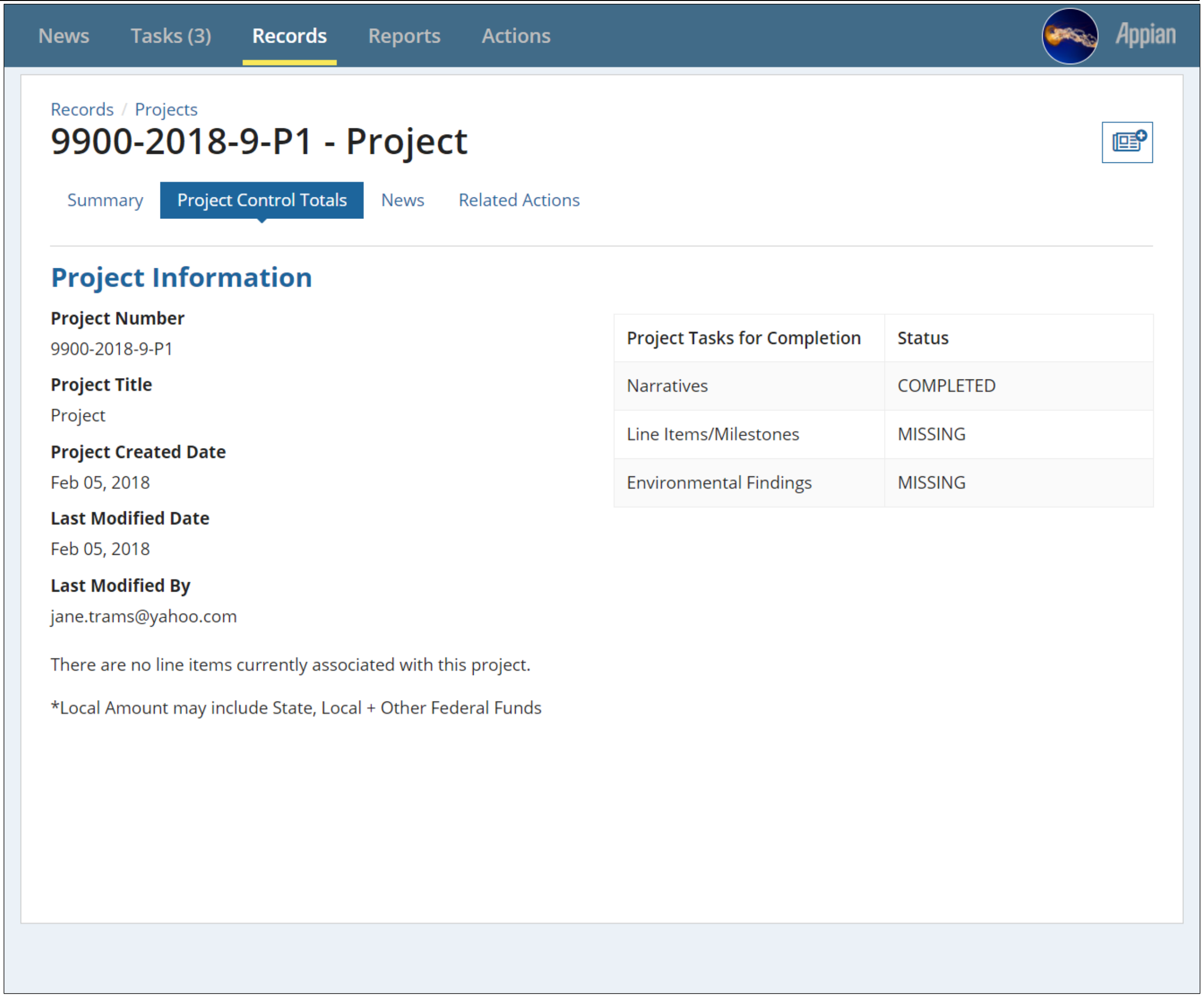
Project Tasks for Completion	Status
Narratives	COMPLETED
Line Items/Milestones	COMPLETED
Environmental Findings	MISSING

Project Control Totals Summary

Funding Source Name	Amount
5309 - New Starts	$600,000
Local	$5
Local/In-Kind	$0
State	$0
State/In-Kind	$0
Other Federal	$0
Transportation Development Credit	$0
Adjustment Amount	$0
Total Eligible Amount	$600,005
	1 - 9 of 9

*Local Amount may include State, Local + Other Federal Funds

The following image shows the Project Control Totals page when there are no defined funding sources.



4) To move away from the 'Project Control Totals', click on any application tab or navigation option outside of the page.

4.3.3 News

The project 'News' page is not utilized and will always show the message "No entries available."

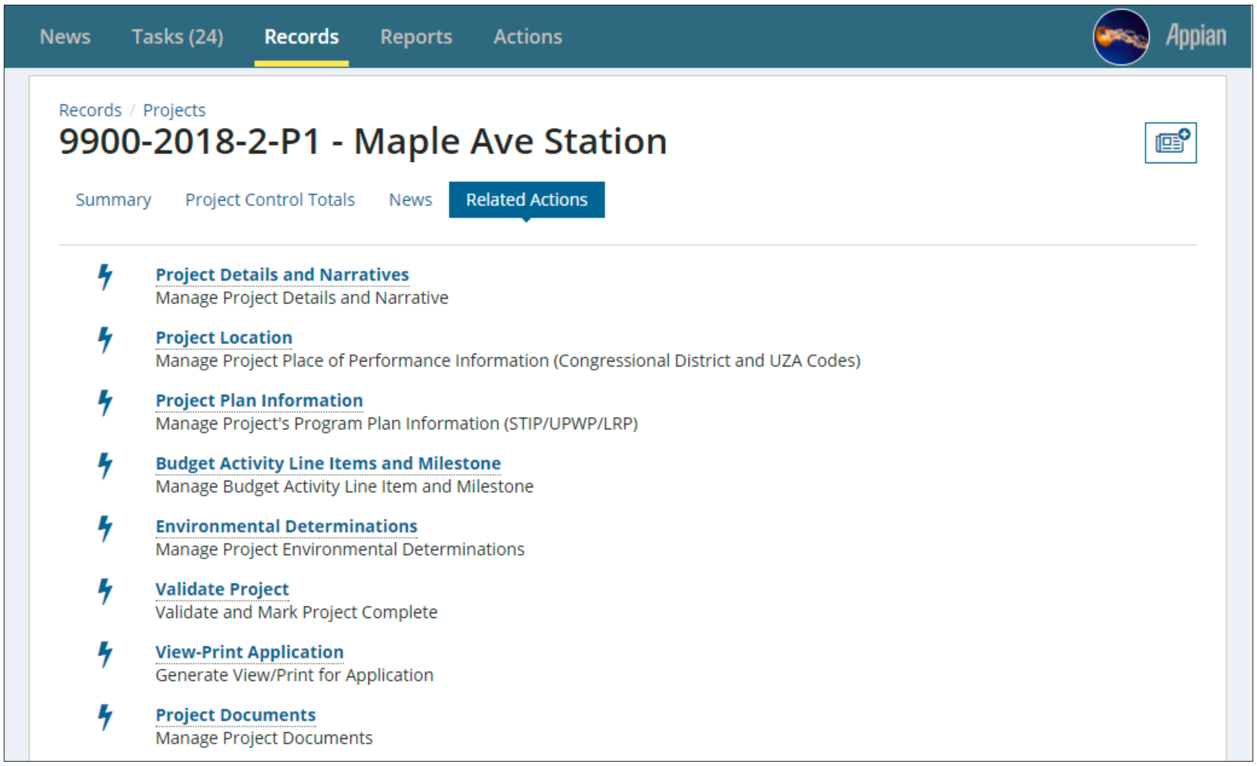
4.3.4 Project Related Actions

The Project 'Related Actions' page contains a menu of options that enable the user to modify the project or see additional details about the project. The specific suite of options will vary based on the logged in user's roles and the status of the application or award. Developers and Submitters can create and edit projects while an application has a status of 'In Progress'. With the exception of 'Validate Project' these actions are also available to other user roles in a read-only format and available during other project statuses in the read-only format.

The following 'Related Actions' are available for projects:

1) Project Details and Narratives
2) Project Location
3) Project Plan Information
4) Budget Activity Line Items and Milestones
5) Environmental Determinations
6) Validate Project
7) View-Print Application
8) Project Documents

These related actions will be discussed as part of the application development process.



4.4 Application Development

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

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

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

3) Validate and transmit the application

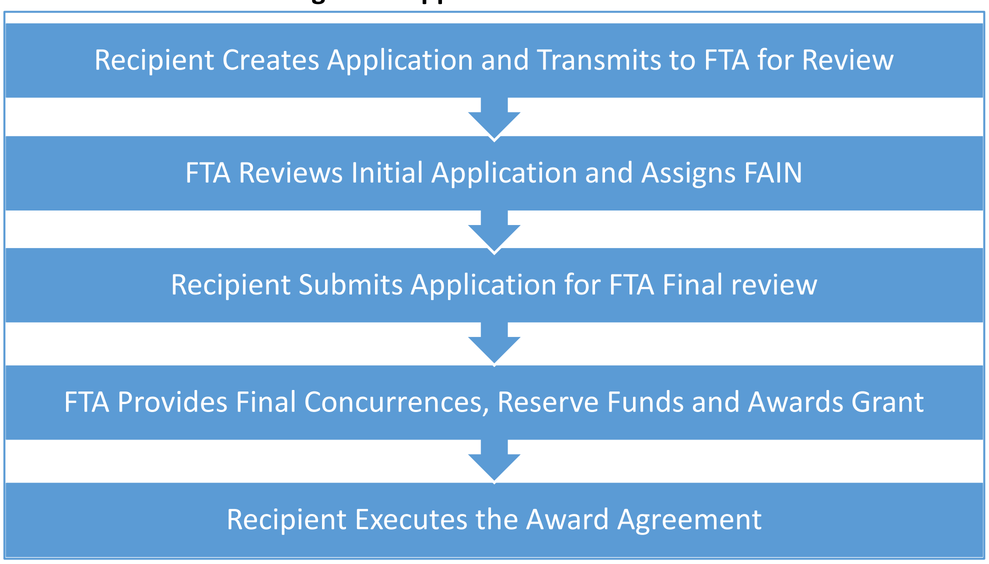
After an application is transmitted, FTA can return the application to the recipient or assign the application to internal reviewers FTA will only assign a FAIN if the application is considered complete. The application will then be returned to the recipient for formal submission to FTA. After submission,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

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

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

Figure 2, below, highlights this general application process from initial creation to award.

Figure 1: Application Work Flow



The remainder of this section describe the specific actions a Recipient Organization must complete as part of the application creation and submission process. The section is organized in the order in which these steps are completed in the system.

4.4.1 Action: Create Application

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

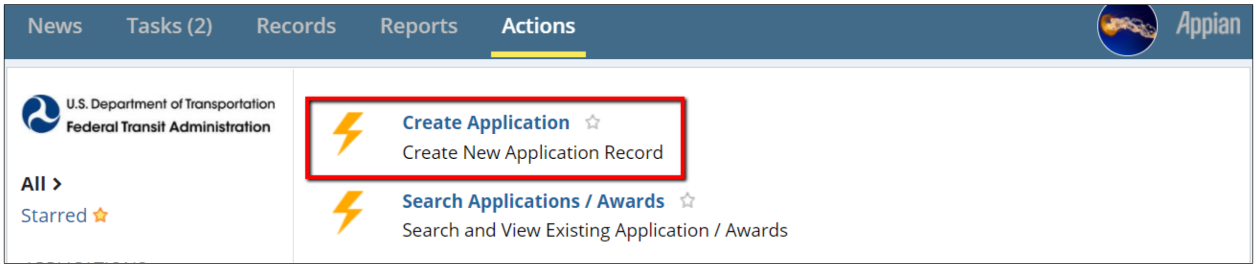
The form collects high-level information about the application. Some fields are required to save the form. All questions must be answered prior to application transmission. You can return to this form using the 'Application Details' related action once the application is created.

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

To create a new application:

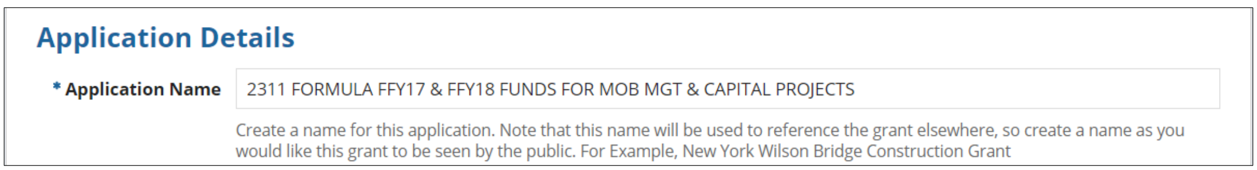
1) Click the 'Actions' tab to display a list of available user actions.

2) Click the 'Create Application' action.

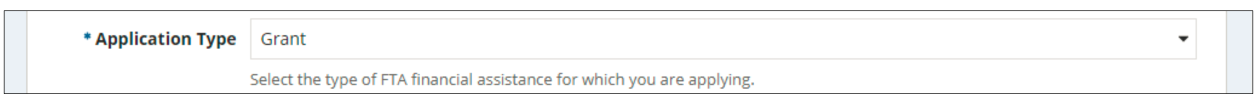


3) The 'Application Details' form will display. The form contains two sections: 'Application Details' and 'Application Financial Information'.

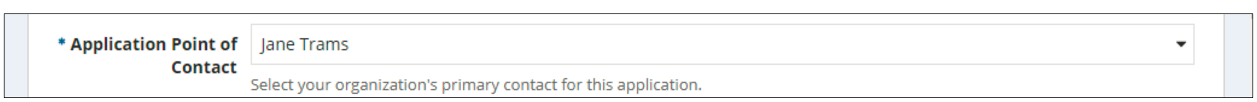
4) **Application Name (Required):** Enter an application name. This name will be used for this award and any future amendments. It cannot be modified after award. The name will be visible by the public in USAspending.gov. A maximum of 510 characters are allowed.



5) **Application Type (Required):** Select the application type from the drop-down menu. Two options are available: a) Grant, b) Cooperative Agreement. If Cooperative Agreement is chosen, the Recipient will have the option to choose a particular region to complete the initial review of the application during transmission of the application. Grants, are routed to their assigned region for review and do not provide the option to assign the application to other regions for review.

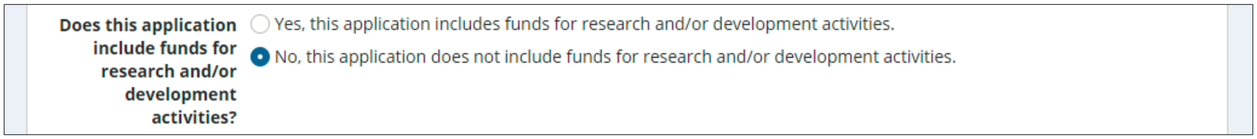


6) **Application Point of Contact (Required):** Select a point of contact (POC) from the drop-down menu provided. This individual will be the primary point of contact from the recipient organization regarding this application. The person selected as the POC will be listed on the Points of Contact page mentioned in section 7.4.2, Points of Contact. This also includes the View-Print Application and any other documentation that provides a list of POCs.



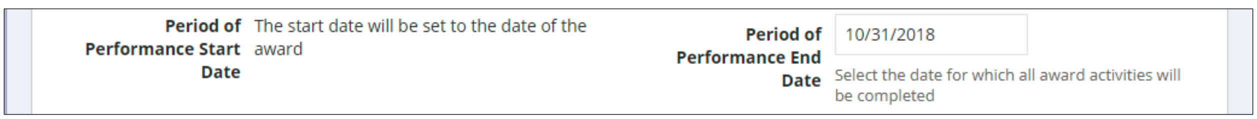
7) **Application Executive Summary (Required):** Enter an executive summary describing the general purpose of the award. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 4000 characters are allowed.

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

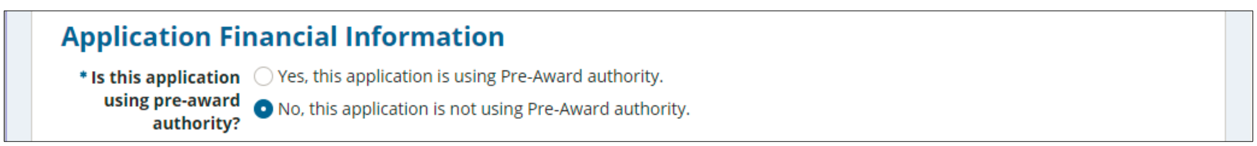


9) **Period of Performance Start Date:** The period of performane start date is a non-editable field. There is placeholder text that will display until the time of award. The Period of Performance Start Date will be the Original Award Date (i.e. the date the Regional Administrator enters the PIN to obligate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

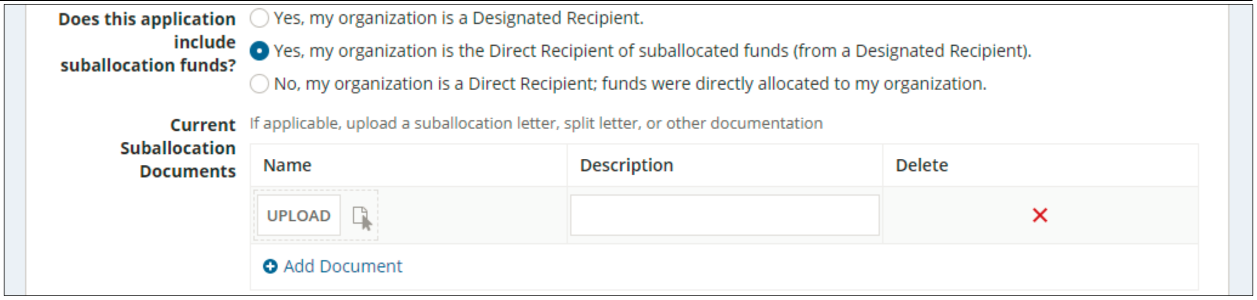
10) **Period of Performance End Date:** Enter the period of performance end date. The system will not allow past dates to be entered. The Period of Performance End Date field is not mandatory at the time of application creation, but is required and must be populated before the application is Transmitted. This field is only editable by the FTA Submitter or Developer while the application is In-Progress status.



11) **Pre-Award Authority (Required):** Select the Yes or No option to respond to the question 'Is this application using pre-award authority?' Selecting 'Yes, my application is subject to pre-award authority' will generate a task for an initial Federal Financial Report (FFR) after FTA makes the award. The Initial FFR must be completed by your recipient organization's FFR Reporter before the Official can execute .



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



Does this application include suballocation funds?

- ( ) Yes, my organization is a Designated Recipient.
- (•) Yes, my organization is the Direct Recipient of suballocated funds (from a Designated Recipient).
- ( ) No, my organization is a Direct Recipient; funds were directly allocated to my organization.

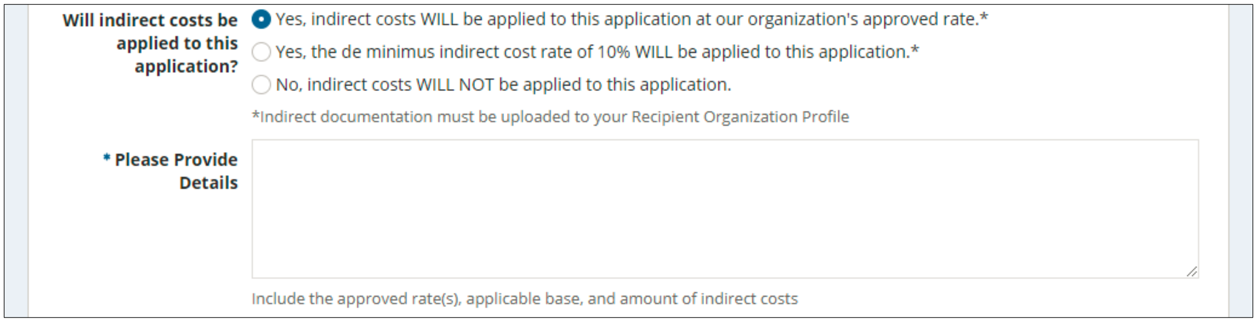
Current Suballocation Documents

If applicable, upload a suballocation letter, split letter, or other documentation

Name	Description	Delete
UPLOAD		×

Add Document

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

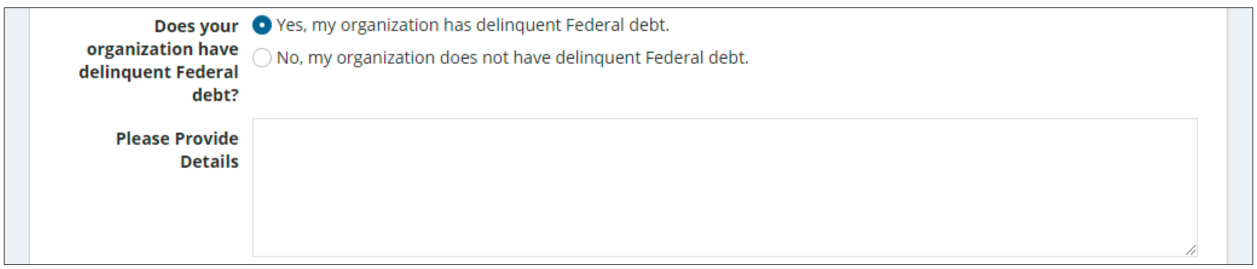

Will indirect costs be applied to this application?
- (selected) Yes, indirect costs WILL be applied to this application at our organization's approved rate.*
- Yes, the de minimus indirect cost rate of 10% WILL be applied to this application.*
- No, indirect costs WILL NOT be applied to this application.

*Indirect documentation must be uploaded to your Recipient Organization Profile

* Please Provide Details

Include the approved rate(s), applicable base, and amount of indirect costs

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

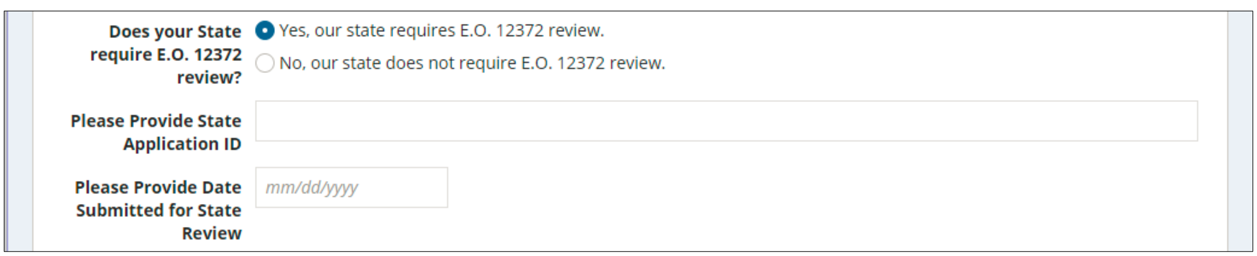

Does your organization have delinquent Federal debt?
- (selected) Yes, my organization has delinquent Federal debt.
- No, my organization does not have delinquent Federal debt.

Please Provide Details

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

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

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


Does your State require E.O. 12372 review?
- (selected) Yes, our state requires E.O. 12372 review.
- No, our state does not require E.O. 12372 review.

Please Provide State Application ID

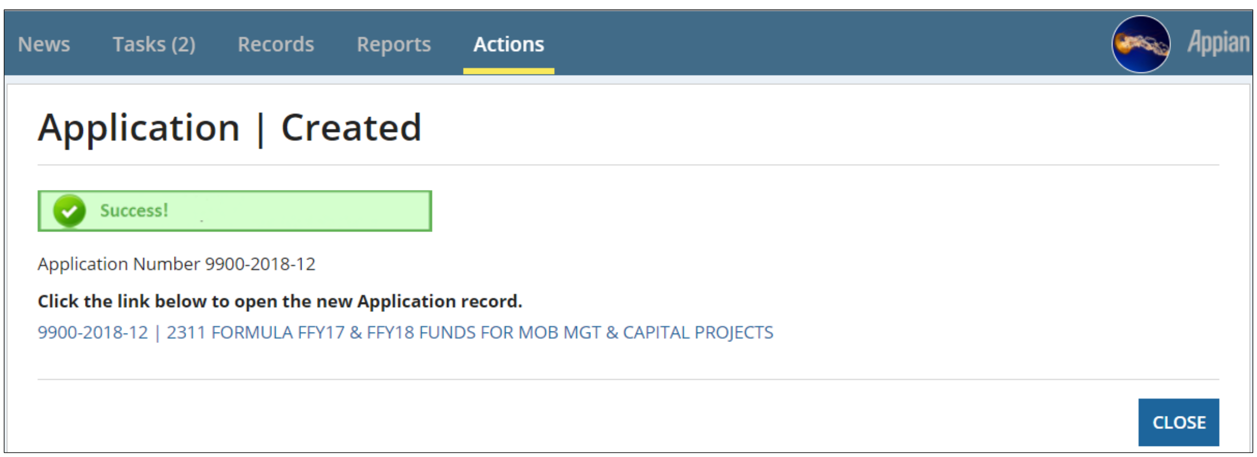
Please Provide Date Submitted for State Review: mm/dd/yyyy

16) Once all details have been entered for the new application, click the ‘Create Application’ button. If you remain on the page, review the form for any error messages for missed information. Click the ‘Cancel’ button to discard the application and all information entered.

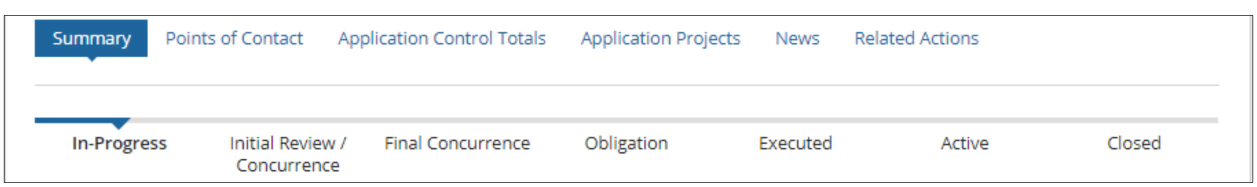
17) The new application record will be created and saved.

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

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



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



4.4.2 Related Action: Add Project to Application

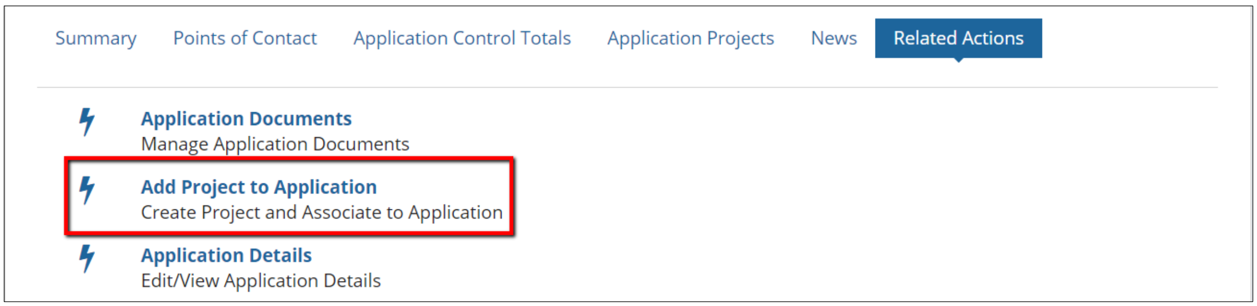
Each application must include one or more projects. The application related action 'Add Project to Application' will be visible to Developers and Submitters when an application or amendment is in the status of 'In-Progress'.

To add a new project to an application:

1) Use the Records tab to search and open the desired application/award, or proceed from the success screen hyperlink.

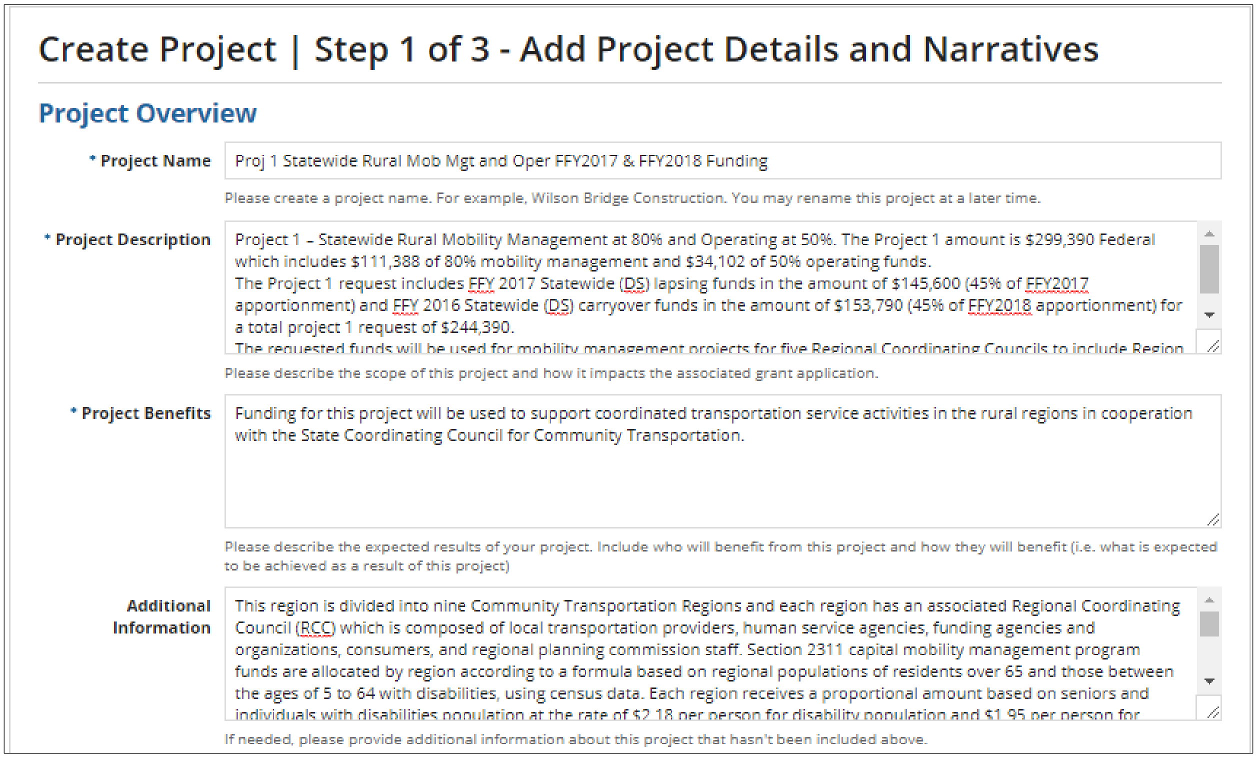
2) Click the 'Related Actions' link from the navigation bar.

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



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

5) Complete the following fields in the "Project Overview" section:



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

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

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

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

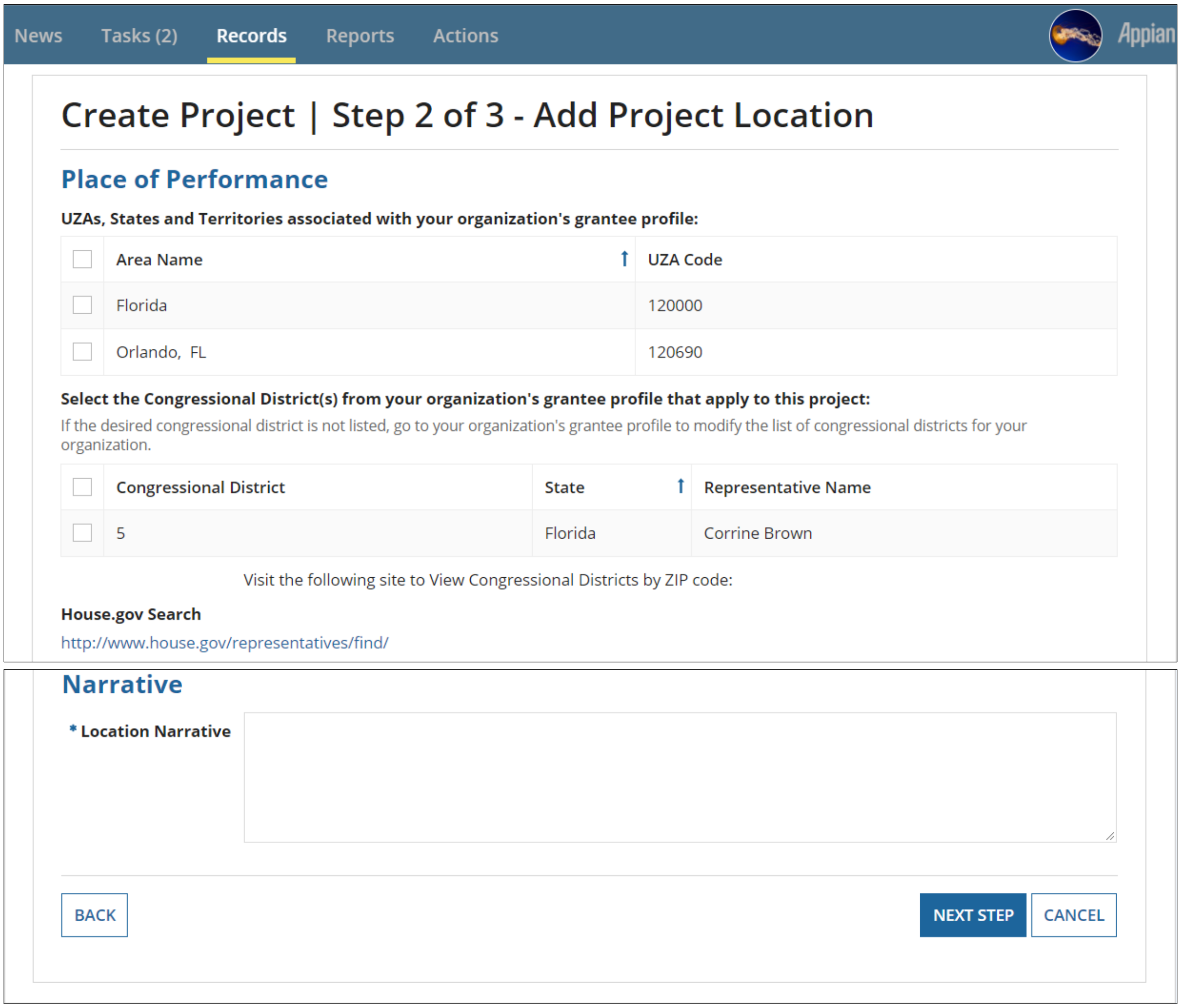
6) Complete the following fields under the 'Capital Investment Project Details' section:

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

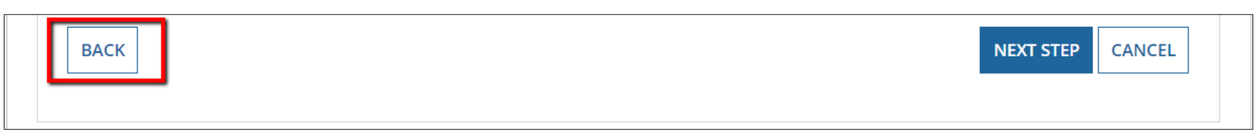
b) If you select Yes, select an option to identify the program and respond to the question, 'If yes, what type of major capital investment project?' The available types are: New Starts, Small Starts, Core Capacity.

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

8) An editable form, ‘Create Project | Step 2 of 3 - Add Project Location’, will open.



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

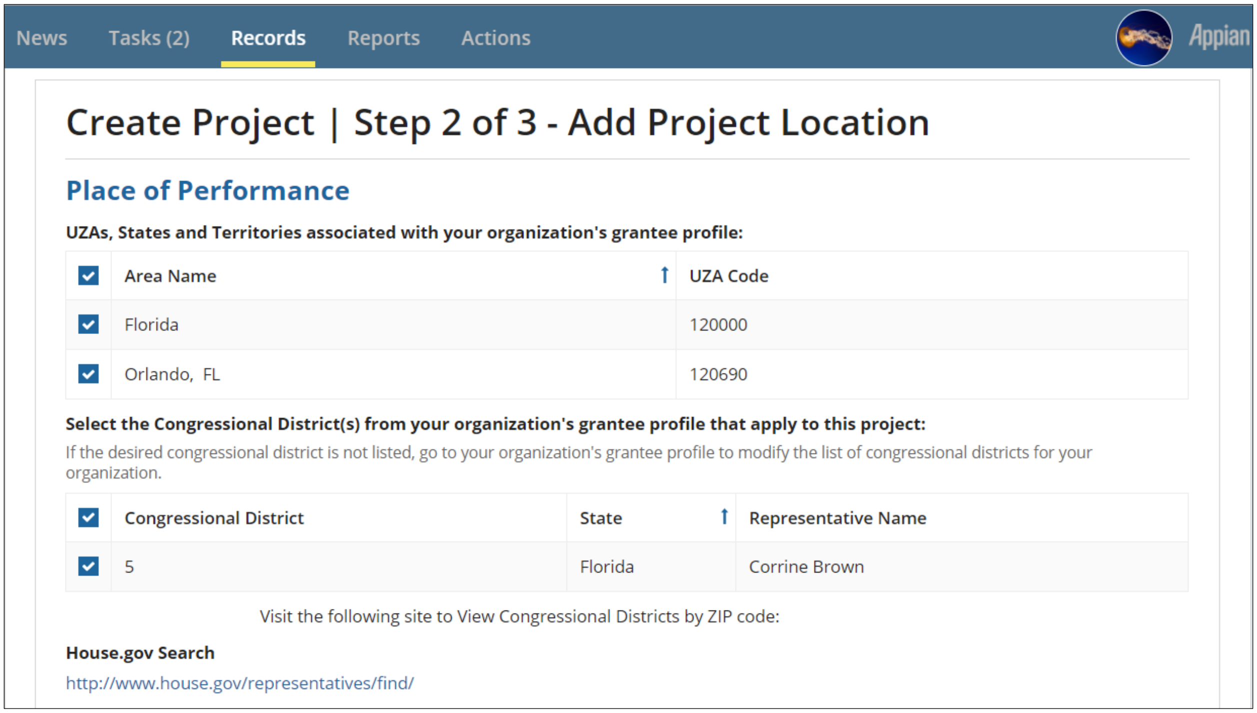


10) Complete the following fields on the ‘Create Project | Step 2 of 3 – Add Project Location’ form.

a) **Place of Performance:** Select one or more checkboxes from the grid for the Urbanized Areas (UZA) associated with the project scope of work.

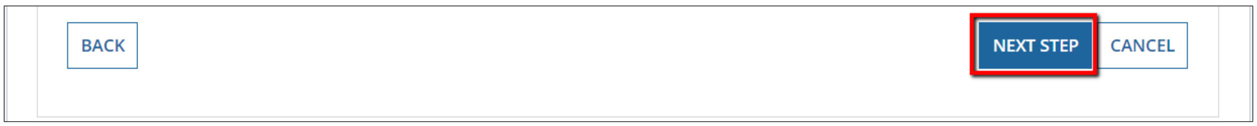
b) **Congressional District:** Select one or more Congressional Districts where the project will take place.

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

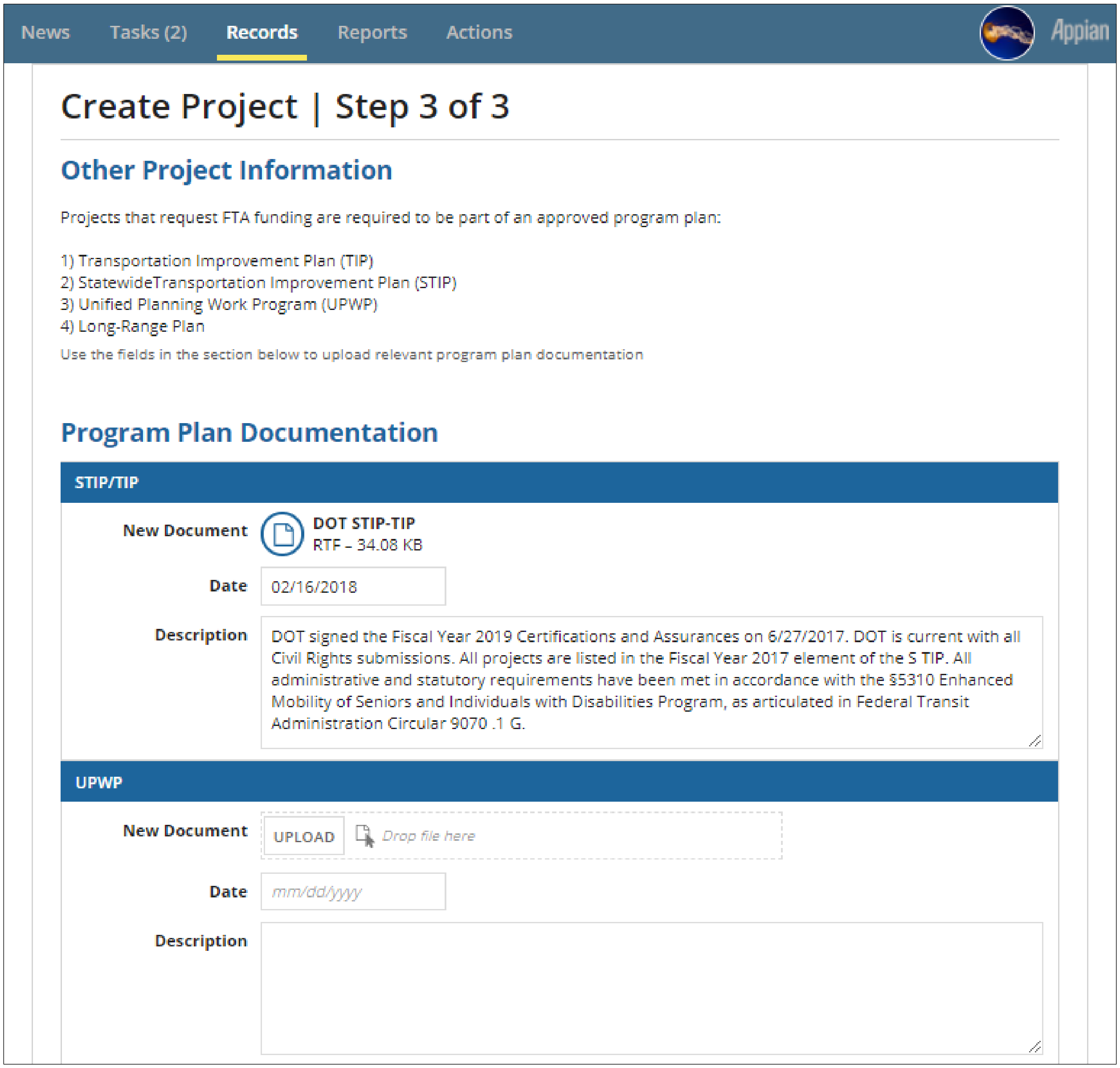


11) **Narrative (Required):** Enter a location narrative into the 'Location Narrative' field.

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



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


News Tasks (2) Records Reports Actions Appian

Create Project | Step 3 of 3

Other Project Information

Projects that request FTA funding are required to be part of an approved program plan:

1) Transportation Improvement Plan (TIP)
2) StatewideTransportation Improvement Plan (STIP)
3) Unified Planning Work Program (UPWP)
4) Long-Range Plan

Use the fields in the section below to upload relevant program plan documentation

Program Plan Documentation

STIP/TIP

New Document DOT STIP-TIP
RTF – 34.08 KB

Date 02/16/2018

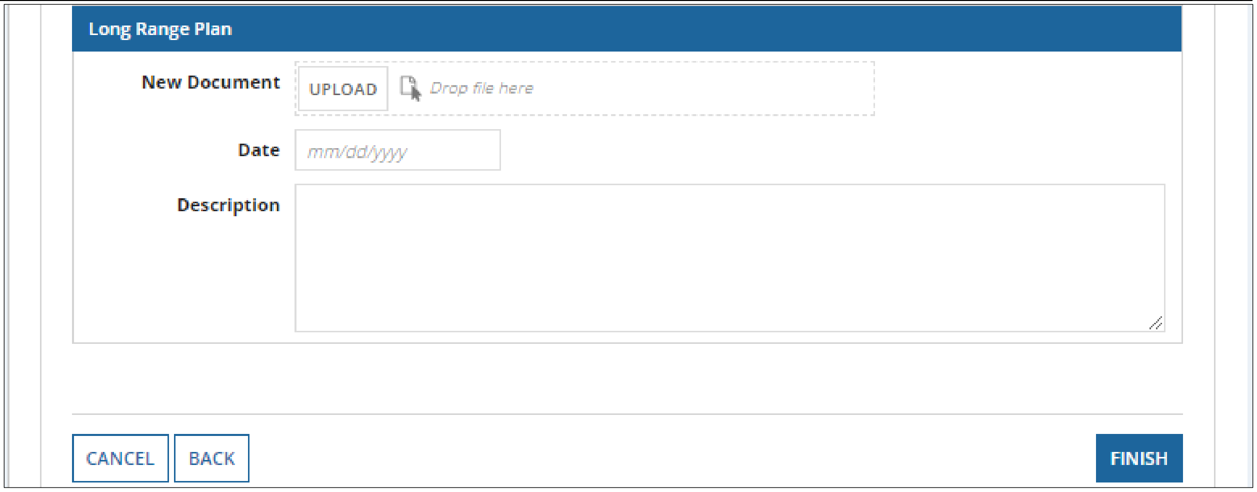
Description DOT signed the Fiscal Year 2019 Certifications and Assurances on 6/27/2017. DOT is current with all Civil Rights submissions. All projects are listed in the Fiscal Year 2017 element of the S TIP. All administrative and statutory requirements have been met in accordance with the §5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, as articulated in Federal Transit Administration Circular 9070 .1 G.

UPWP

New Document UPLOAD Drop file here

Date mm/dd/yyyy

Description



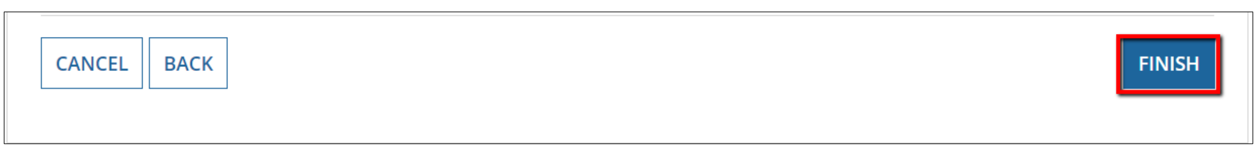
14) Depending on the funding program(s) associated with the project, you can include your approved STIP/TIP, Unified Work Program, or Long-Range Plan information. In each section, you may perform the following:

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

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

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

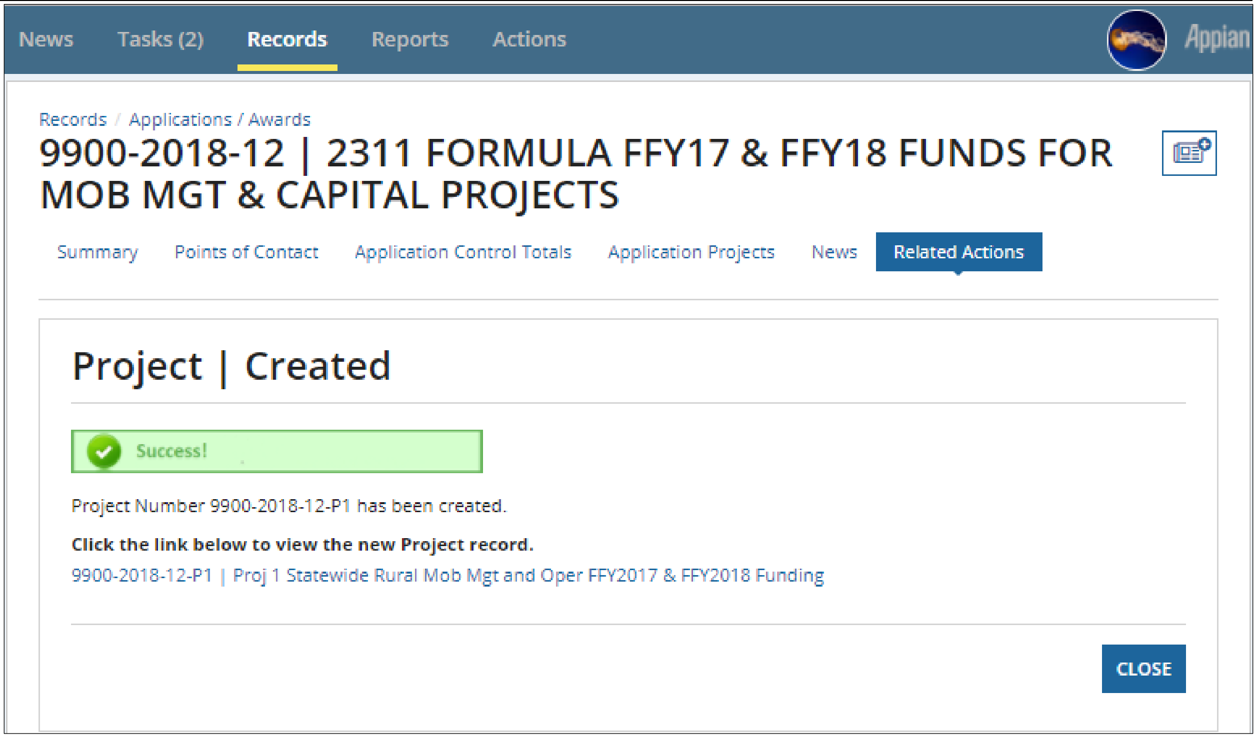
15) Once all details have been entered for the new project, click the ‘Finish’ button to complete the create project steps.



16) The new project record will be created and saved.

17) A confirmation message will display with a hyperlink to the project record. Click the hyperlink to go directly to the new project record and continue developing your project, Click the **‘**Close’ button to return to the application ‘Related Actions’ tab.

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



4.4.3 Projects

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

- Scope of work
- Location where work will be performed
- Funding sources and amounts (budget activity line items)
- Project milestones
- Environmental determinations
- Project-specific documentation

Projects must be independently validated for completeness.

The following related actions are available from the project dashboard related actions and editable for Developers and Submitters while an application has a status of ‘In Progress’.

4.4.3.1 Project Details and Narratives

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

To update the project details:

1) Use the Records tab to search and open the desired project (or access the project from the application navigation bar). The steps for reaching the project via the application navigation bar are as follows:

   a) Select the ‘Records’ tab.

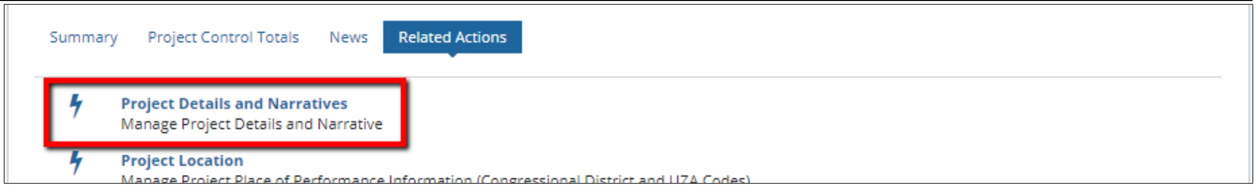
   b) Click on ‘Applications / Awards’ and select the desired application.

   c) Select ‘Application Projects’ from the application navigation bar.

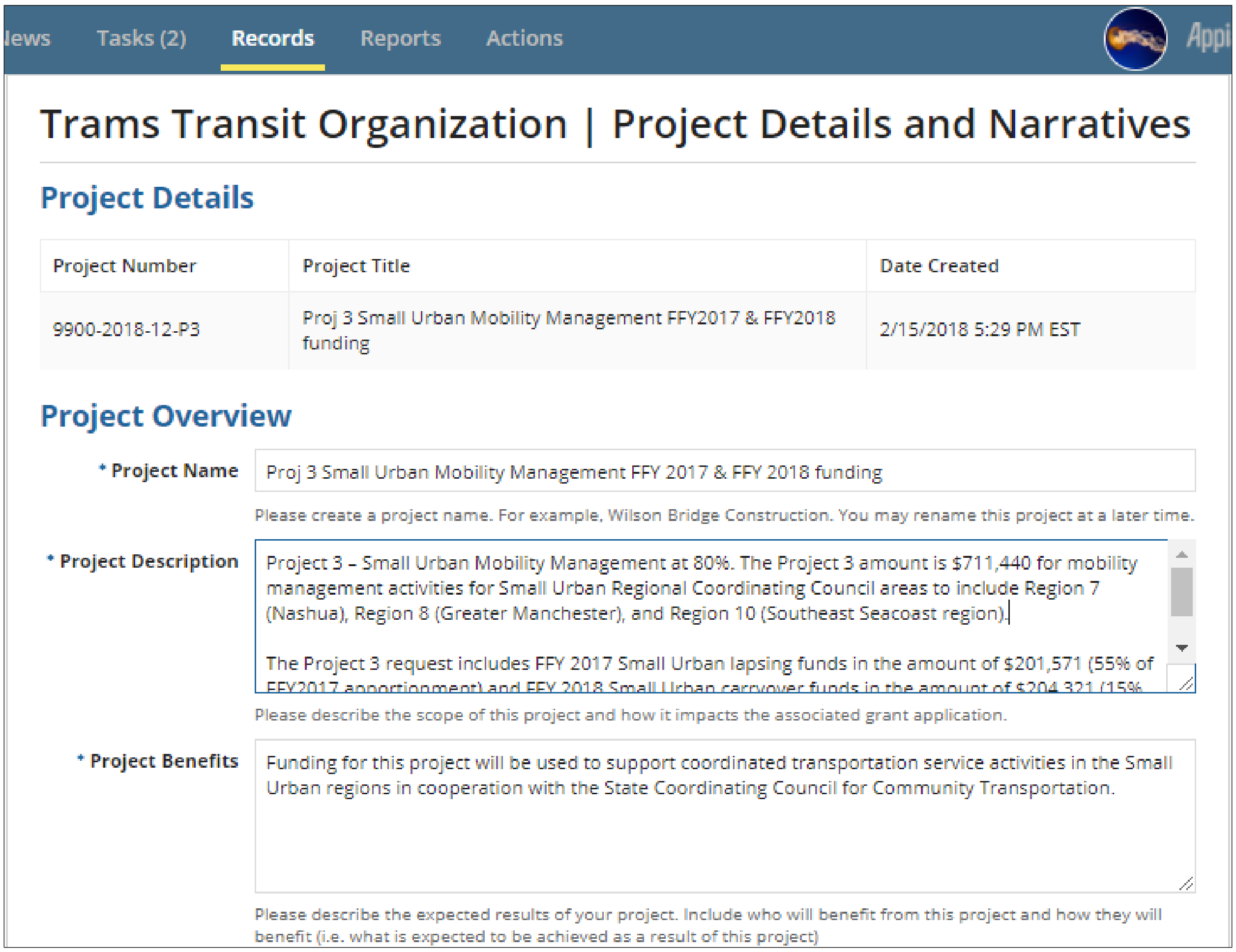
d) Select the project hyperlink, as shown in the image below.

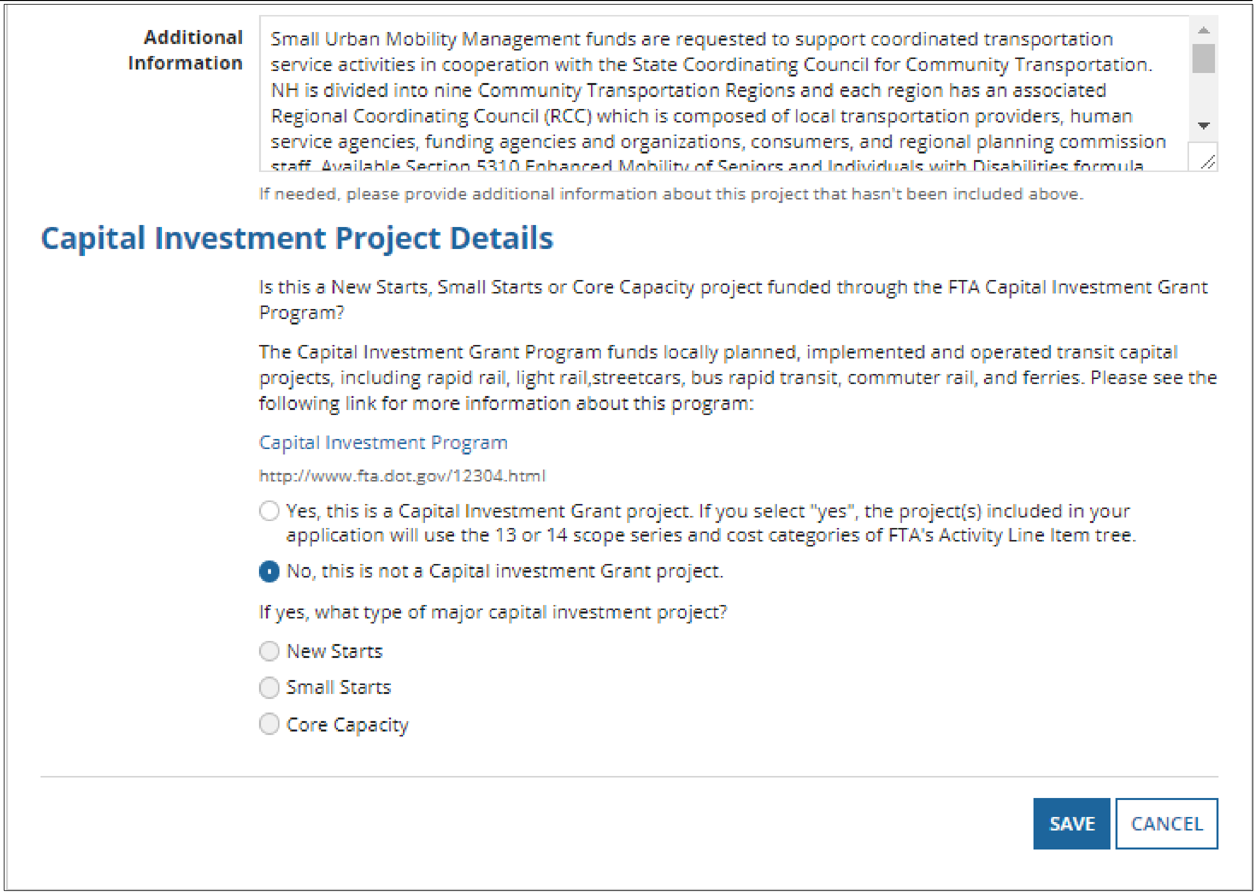
2) Click the ‘Related Actions’ link from the project navigation bar.

3) Click the ‘Project Details and Narratives’ related action from the menu.



4) An editable form will open.





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

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

4.4.3.2 Project Location

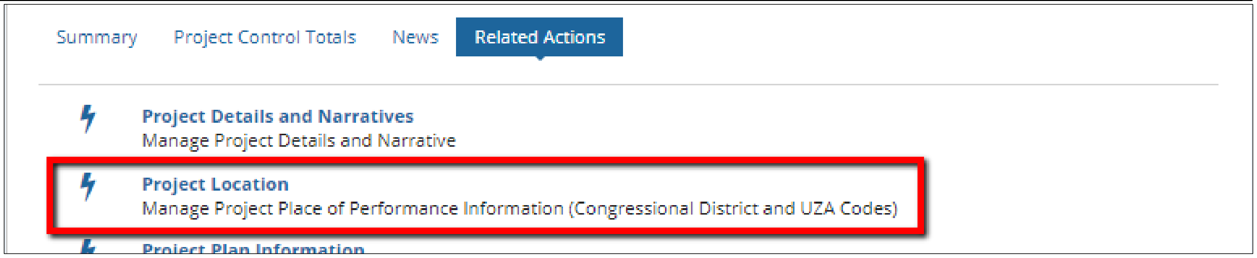
The 'Project Location' related action allows the user to update the information initially entered during the second step of the 'Add Project to Application' process (see Section 7.7.2 Related Action: Add Project to Application).

To update the project location information:

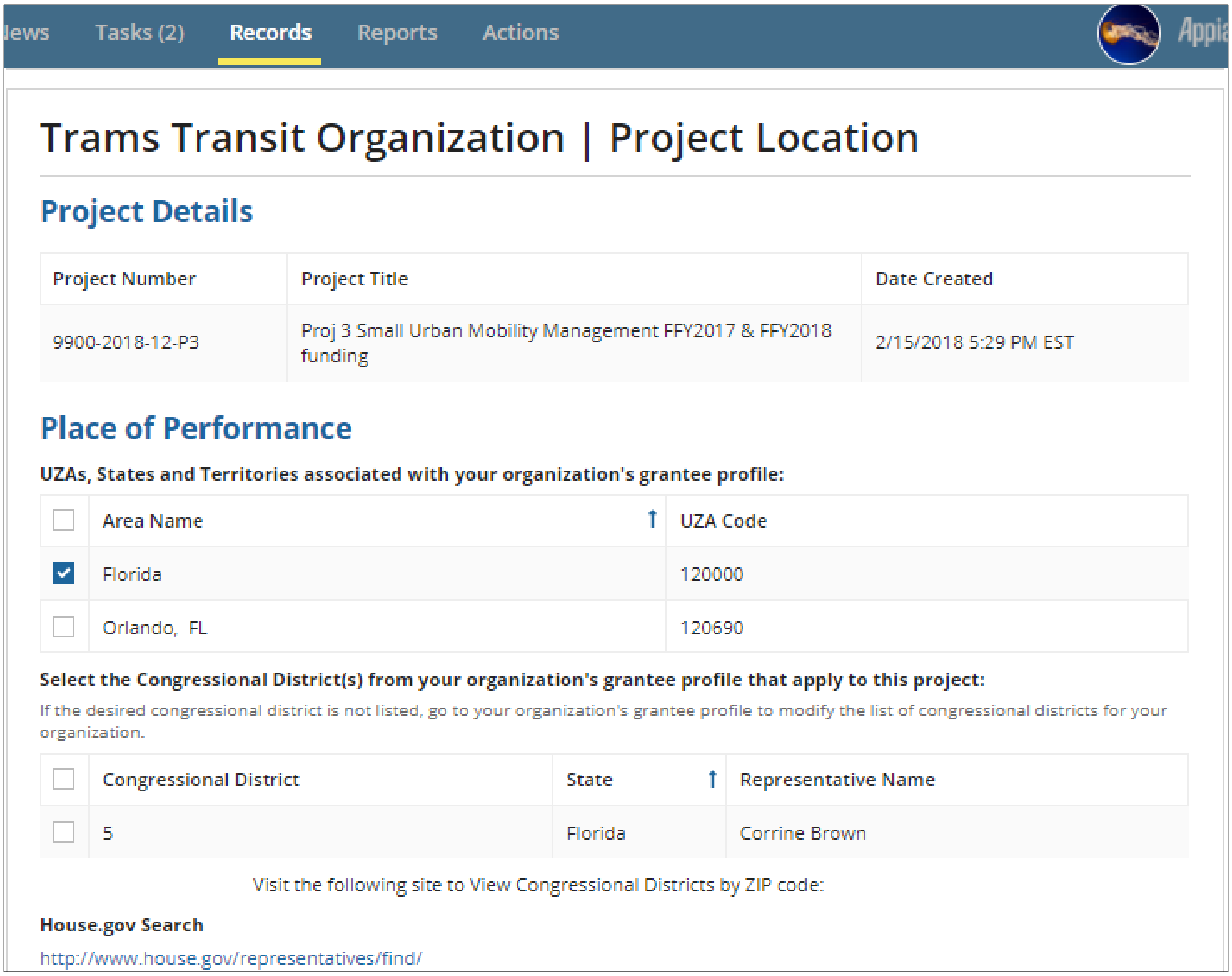
1) Search and open the desired project

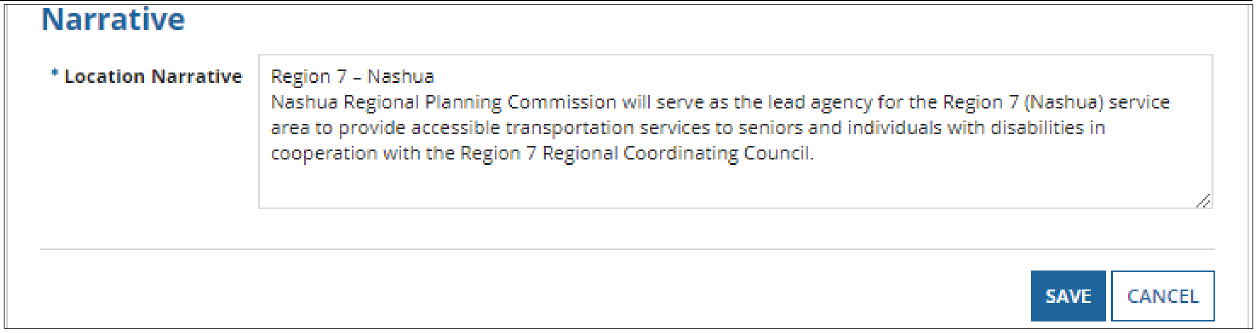
2) Click the 'Related Actions' link from the navigation bar.

3) Click the 'Project Location' related action from the menu.



4) An editable form will open.





5) Update the places of performance or location narrative as necessary. The Location Narrative remains a required field to save the form.

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

4.4.3.3 Project Plan Information

The 'Program Plan Information' related action allows the user to update the STIP/TIP, UPWP or Long-Range Plan information initially entered during the second step of the 'Add Project to Application' process (see Section 7.4.2 Related Action: Add Project to Application).

To update the project plan information:

1) Search and openthe desired project.

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

3) Click the 'Project Location' related action from the menu.

4) An editable form will open.

Trams Transit Organization | Program Plan Information

Project Details

Project Number	Project Title	Date Created
9900-2018-12-P3	Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding	2/15/2018 5:29 PM EST

Program Plan Documentation

STIP/TIP

New Document UPLOAD Drop file here

Existing Documents 9900-2018-12-P3 - Program Plan - STIP_TIP

Date 02/21/2018

Description This grant does not include: new construction; construction that involves alterations; or rebuild or remanufacture of stations, stops, or vehicles. As a result, the Civil Rights Officer will not review this grant and does not need to provide a Civil Rights Concurrence. Additionally, the recipient's Civil Rights programs are in fundable status

UPWP

New Document UPLOAD Drop file here

Date mm/dd/yyyy

Description

Long Range Plan

New Document UPLOAD Drop file here

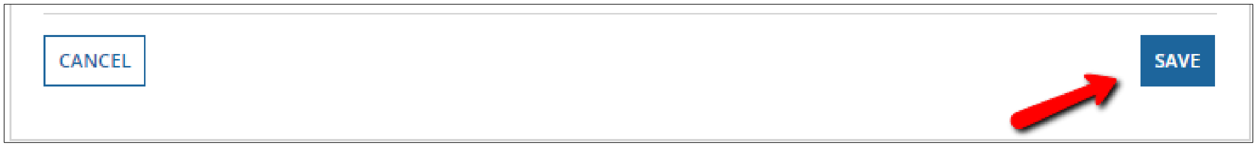
Existing Documents 9900-2018-12-P3 - Program Plan - Long Range Plan

Date 03/03/2018

Description Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement. Long Range Plans included in attachment document.

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

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



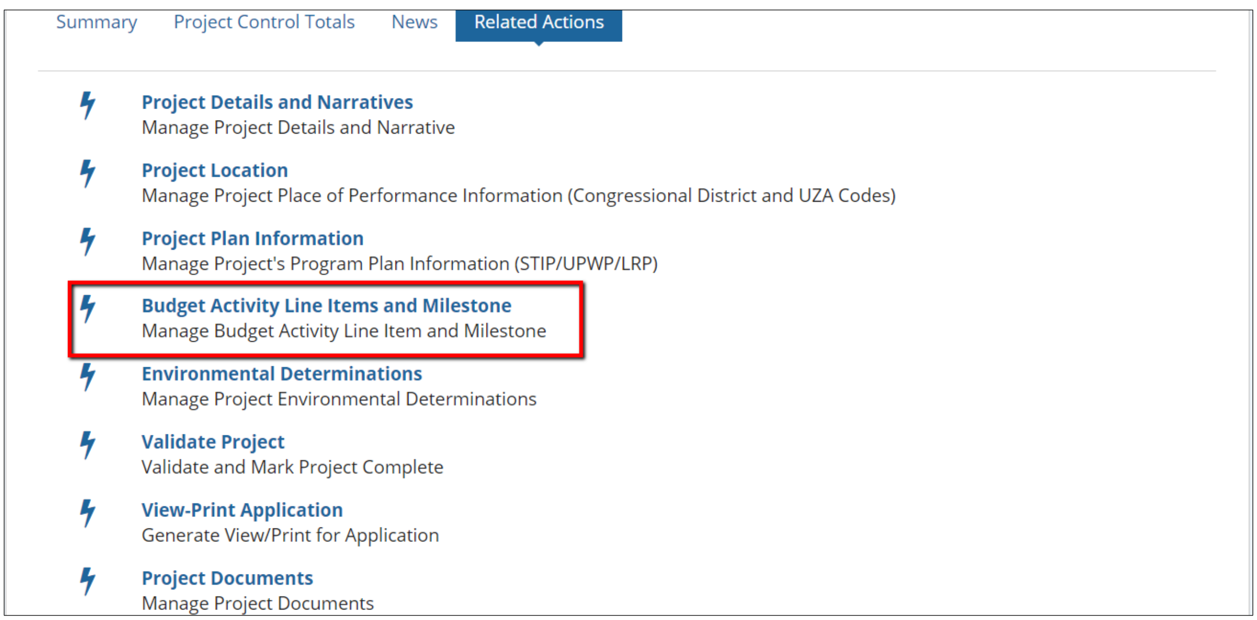
4.4.3.4 Budget Activity Line Items and Milestones

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

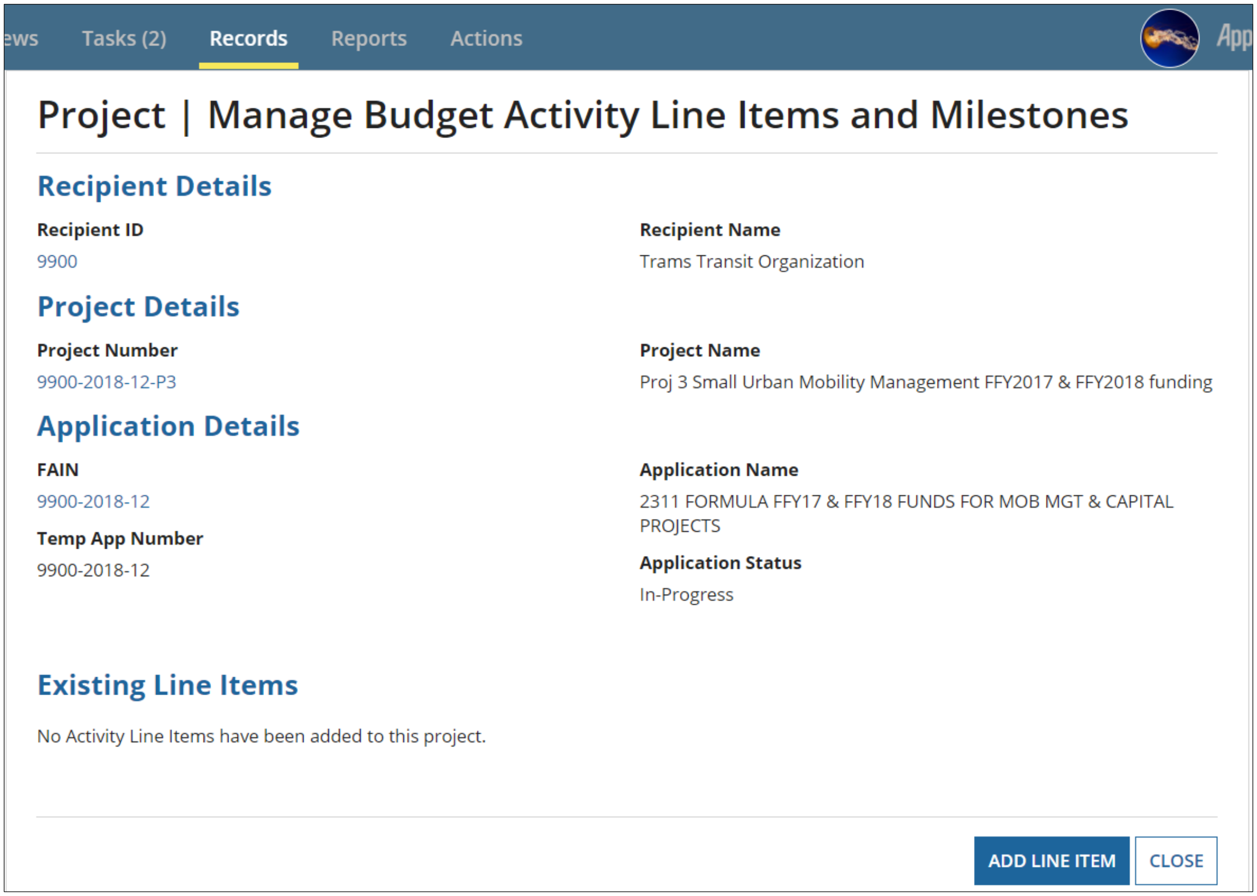
To add or update ALIs for a project:

1) Use the Records tab to search and open the desired project.
2) Click the 'Related Actions' link from the navigation bar.

3) Click on 'Budget Activity Line Items and Milestone' related action from the menu.

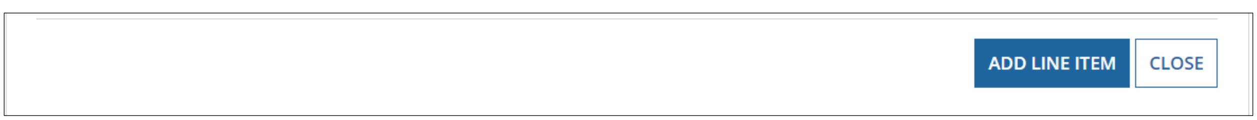


4) The ‘Manage Budget Activity Line Items and Milestones’ form will open. Any existing ALIs for the project will display in the ‘Existing Line Item’ section. If there are no ALIs associated, the grid will be empty.

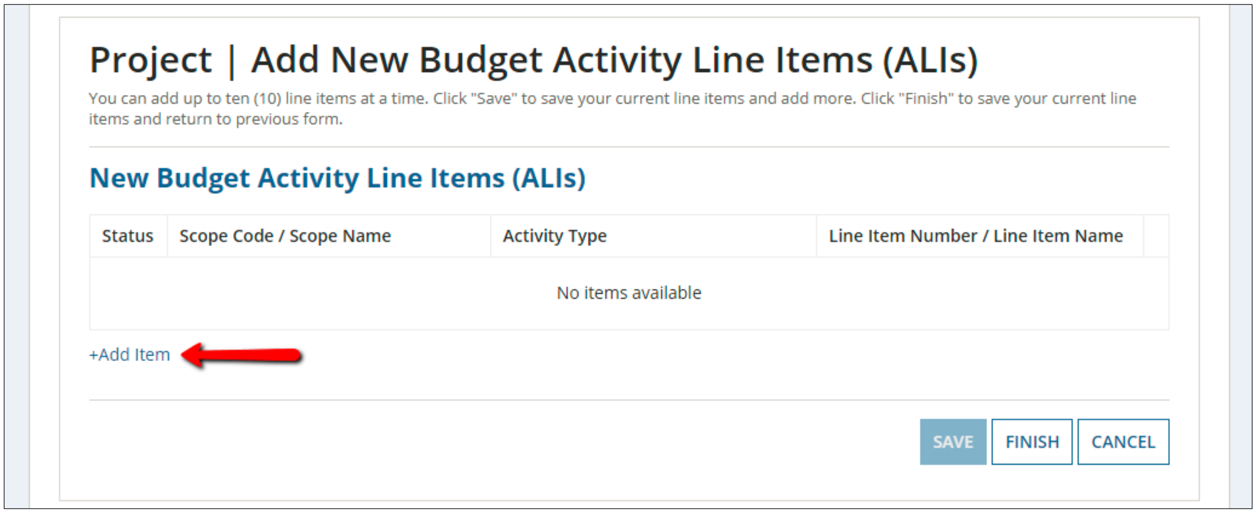


5) At any time, click the ‘Close’ button to leave the form without saving any changes and return to the project related actions page.

6) **AddBudget Activity Line Items (ALI):** Click on the ‘Add Line Item’ button to add one or more ALIs to the project.

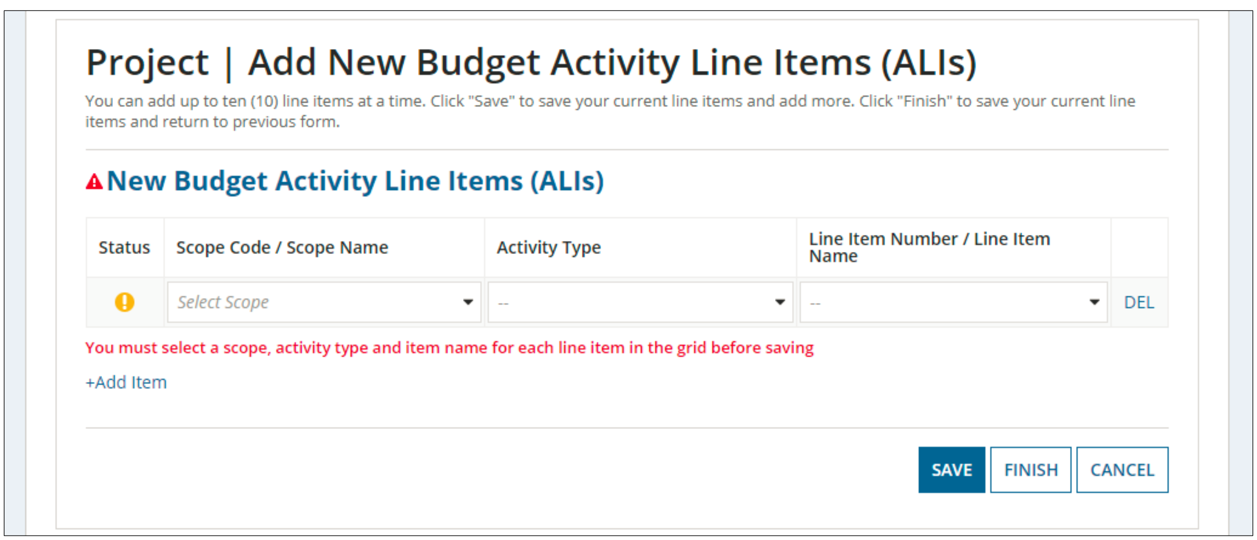


7) The ‘Add New Budget Activity Line Items (ALIs)’ form will open. Click ‘Cancel’ to exit without saving the changes and return to ALI summary page. Otherwise, click the ‘Add Item’ link.



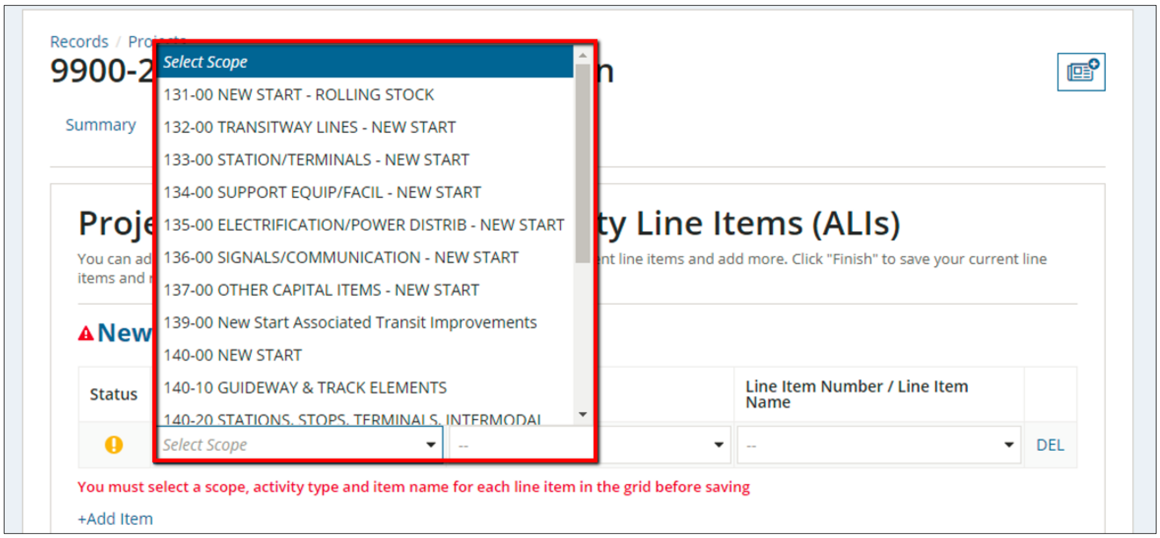
8) A new row will appear in the ALI table. Select values from the drop-down menus for: Scope Code/Scope Name, Activity Type, and Line Item Number/Line Item Name. These values are dependent on each other. The value for Scope Code/Scope Name must be selected first. The values for Activity Type will not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

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

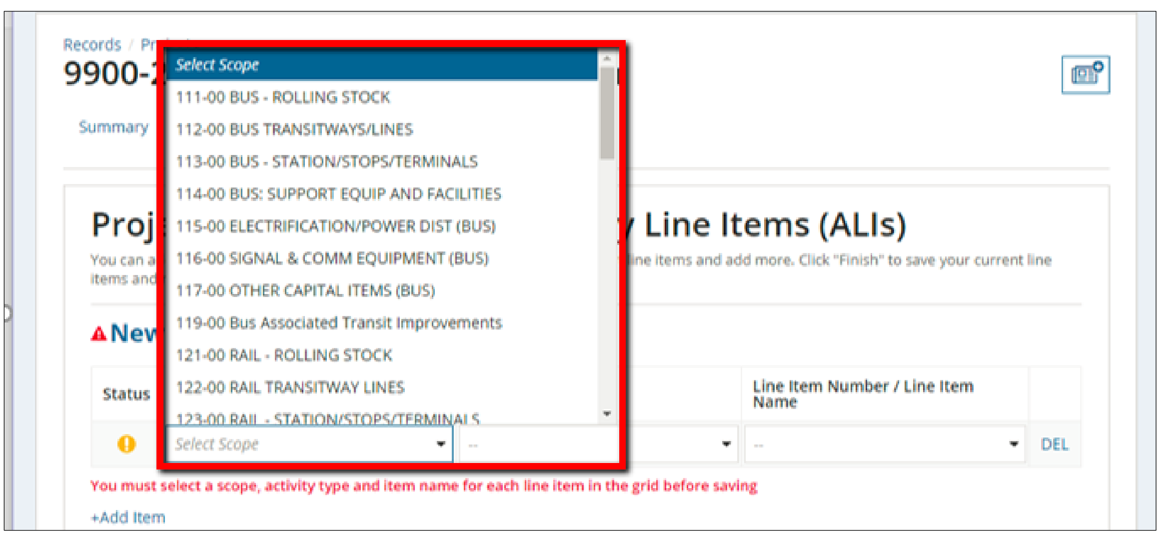


9) The scopes available depend on whether the project is a Major Capital Investment project (as selected on the "Project Details and Narratives" form):

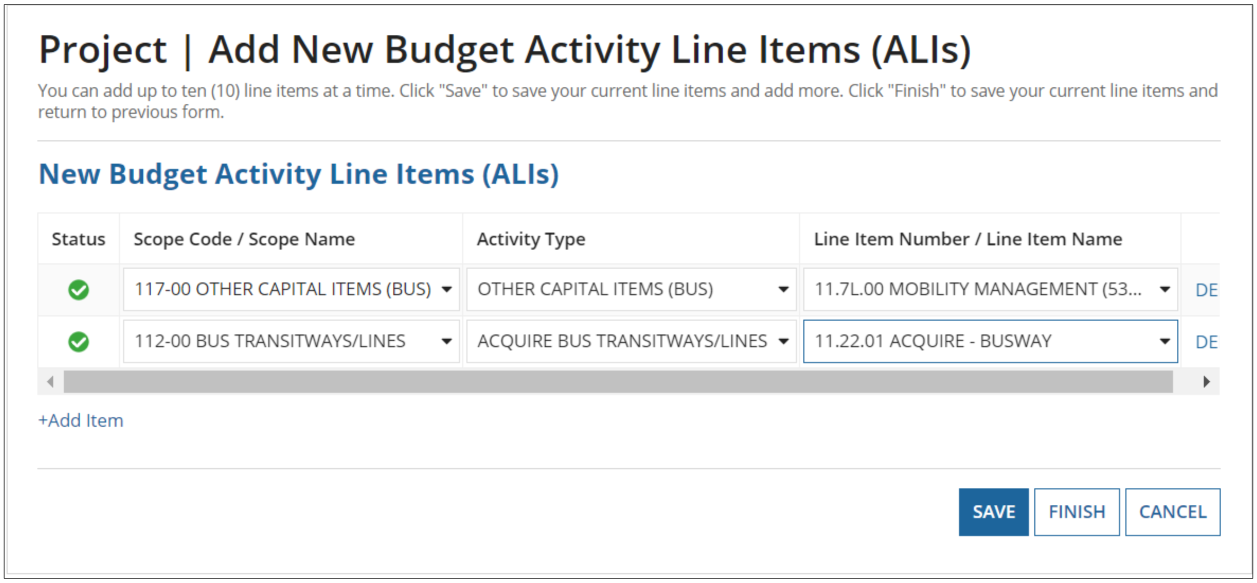
   a) If Yes ('Yes, this is a Capital Investment Grant project'), the 13/14 series scopes will be available. Applicants should only use the 140-00 related scope codes in new applications.



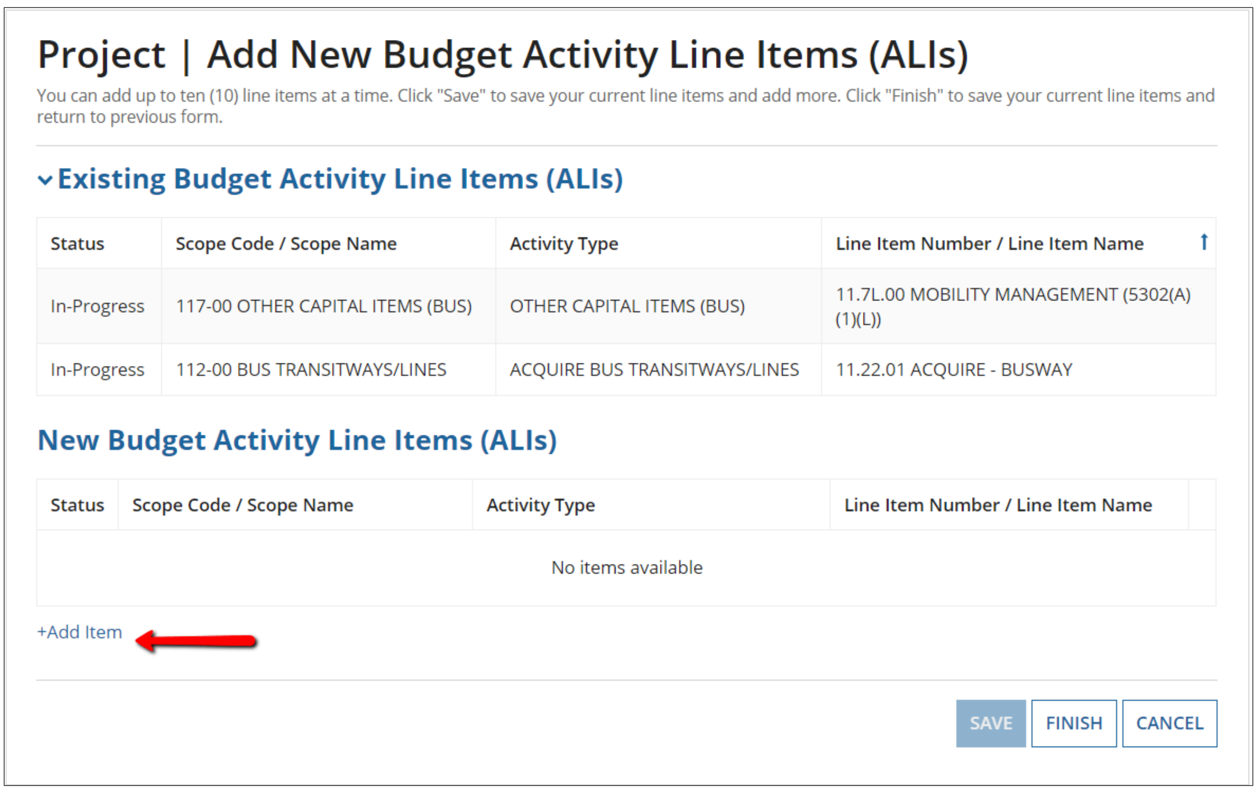
   b) If No ('No, this is not a Capital Investment Grant project' on the Project Details form), the user will see the standard capital, planning, operating, etc. scopes and ALIs from the FTA Scope/ALI tree when adding new line items.



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



11) After saving, the ALI is added to the 'Existing Budget Activity Line Items' grid with a status of 'In Progress" and you may continue to add ALI's by clicking 'Add Item' to the 'New budget Activity Line Items' grid; and continue to save new ALIs.



12) Click 'Finish' to exit once all ALIs have been entered and return to the ALI summary page and begin to complete the required information for each added ALI.

13) The new ALIs will appear on the 'Manage Budget Activity Line Items and Milestones' form in the 'Existing Line Items' table. Each new ALI will have a status of 'In-Progress' and summary level information related to quantity and budget. This information will auto populate and the status will move from 'In-Progress' to 'Completed' as you complete the ALI information.

Existing Line Items

To edit a line item, click on the checkbox for the line item and a new section will appear below with line item and milestone details

	Status	Scope Name / Code	Line Item Number / Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
☐	In-Progress	112-00 BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	0	$0	$0
☐	In-Progress	117-00 OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A)(1)(L))	Other Capital Items (bus)	0	$0	$0

ADD LINE ITEM CLOSE

14) **Input ALI Details:** Each ALI requires additional details to be added. For a line item to have a status of 'Complete', it must have: a quantity, an extended budget description, an FTA funding source selected, at least 2 milestones, and all milestone estimated completion dates filled out. To add ALI details, select the check box against the desired ALI from the 'Existing Line Items' table. The form will expand to show the selected ALI.

Existing Line Items

To edit a line item, click on the checkbox for the line item and a new section will appear below with line item and milestone details

	Status	Scope Name / Code	Line Item Number / Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
☐	In-Progress	112-00 BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	0	$0	$0
☑	In-Progress	117-00 OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A)(1)(L))	Other Capital Items (bus)	0	$0	$0

SAVE LINE ITEM DELETE LINE ITEM CANCEL

Line Item Scope: 117-00 OTHER CAPITAL ITEMS (BUS)

Line Item #

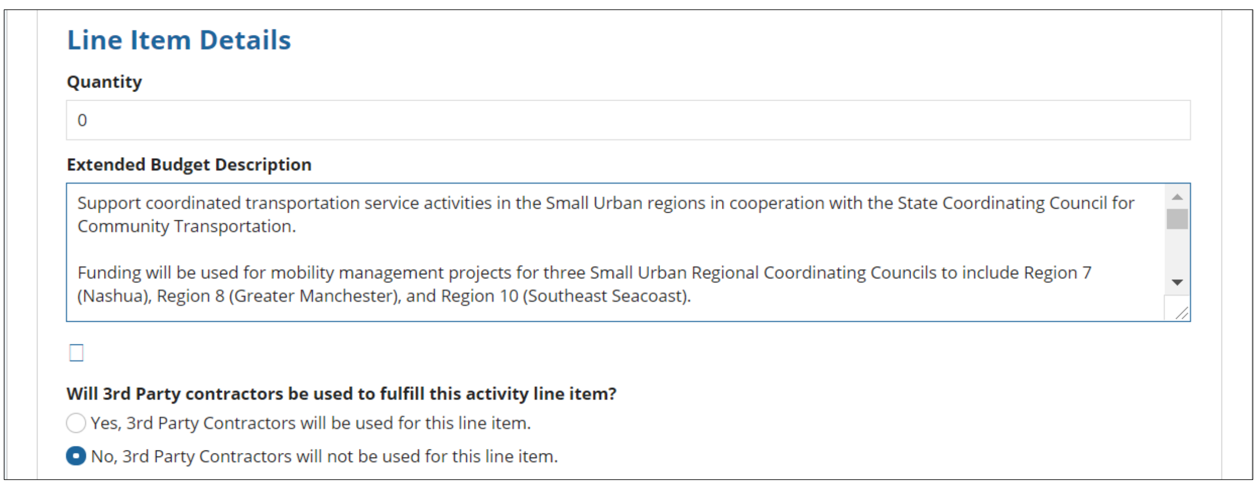
6) **Line Item Scope:** You may provide a customized name for the line item in the 'Line Item Scope' details section by updating the 'Custom Line Items Name' field or you may choose to keep the standard line item name. Only the first 510 characters for custom line item name will save.

7) **Line Item Details:** Update the line item details section

   a) **Quantity:** Provide the Quantity of items that this ALI will cover in the 'Quantity' field. This field must be a whole number.

   b) **Extended Budget Description (Required):** Provide description of the ALI in the 'Extended Budget Description'.

   c) **3rd Party Contractors:** Update the 3rd party contractor question with the correct answer. Click on the radio button next to the 'Yes, 3rd Party Contractors will be used for this line item.' or 'No, 3rd Party Contractors will not be used for this line item'.



8) **FTA Funding Information:** Update the FTA Funding Information Section with the requested amount to be provided by the grant or cooperative agreement.

   a) **FTA Funding Source:** Select a value from the drop-down menu provided under the 'FTA Funding Source' field. The Funding Source selected determines whether the application is a discretionary or a formula application. If a discretionary funding source (e.g. 5309 – New Starts) is selected for one or more Budget Activity Line Items, then the application will undergo the Congressional Release process before Obligation and Award Execution take place. If a non-discretionary funding source (e.g. 5311 – Rural Area Formula) is selected, the Congressional Release process is not required.

b) **FTA Funding Amount:** Update the FTA Funding Amount field with the desired amount of funding. (Note: The dollar sign and commas will auto populate once you click outside of the field.)

9) **Non-FTA Funding Information Section:** Provide information concerning additional local, state or other federal funding that will be provided for this ALI as applicable. All amounts should be entered as whole numbers.

a) **Local Share Amount:** Update the 'Local Share Amount' field with the amount the local government will be contributing, if applicable.

b) **Local/In-Kind Share Amount:** Update the 'Local/In-Kind Share Amount' with the value of any local in-kind funding, if applicable.

c) **State Share Amount:** Update the 'State Share Amount' field with the amount the state will be contributing, if applicable.

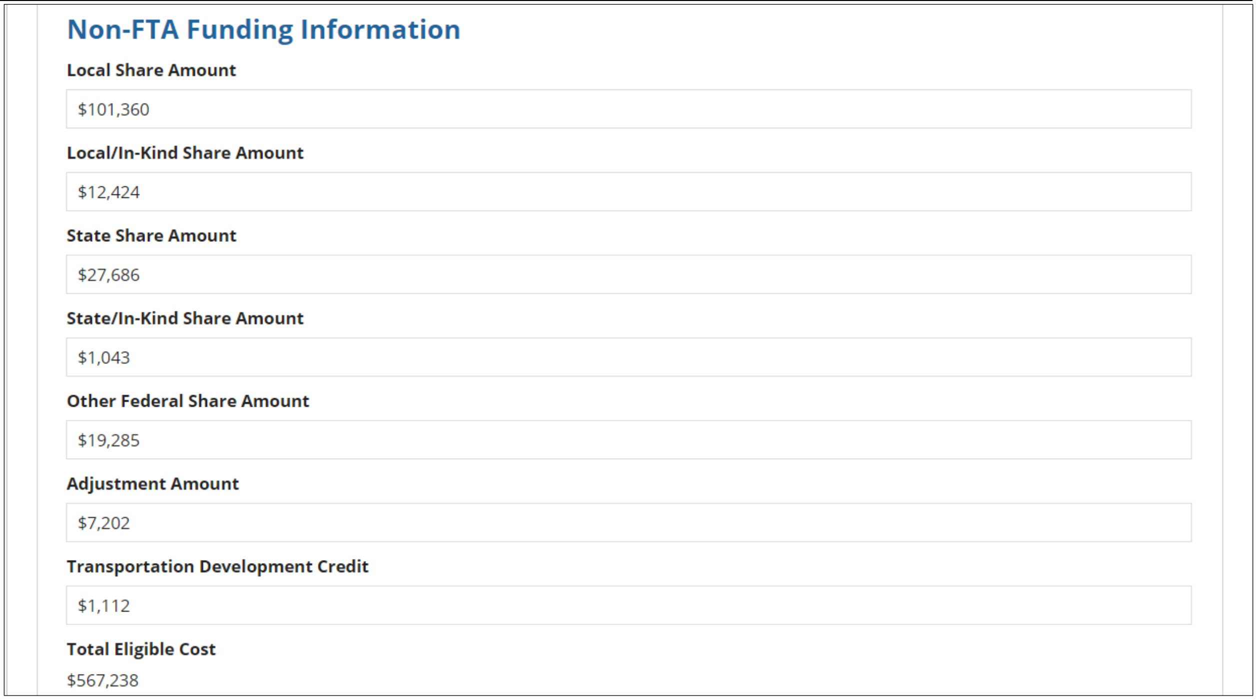
d) **State/In-Kind Share Amount:** Update the 'State/In-Kind Share Amount' field with the desired amount, if applicable. (Note: you will be requested to upload a document to support these funds when validating the project.)

e) **Other Federal Share Amount:** Update the 'Other Federal Share Amount' field with the desired amount, if applicable.

f) **Adjustment Amount:** Update the 'Adjustment Amount' field with the desired amount, if applicable. Note: This information will not be additive to the 'Total Eligble Cost' of the activity budget or award budget.

g) **Transportation Development Credit:** Update the 'Transportation Development Credit' field with the desired amount, if applicable. (Note: This information will not be additive to the 'Total Eligble Cost' of the activity budget or award budget. You will be requested to upload a document to support these funds when validating the project.)

The 'Total Eligible Cost' will be update after saving. This is the sum of the FTA Funding and Non-FTA Funding (excluding the Transportation Development Credit and Adjustment Amount).


Non-FTA Funding Information

Local Share Amount
$101,360

Local/In-Kind Share Amount
$12,424

State Share Amount
$27,686

State/In-Kind Share Amount
$1,043

Other Federal Share Amount
$19,285

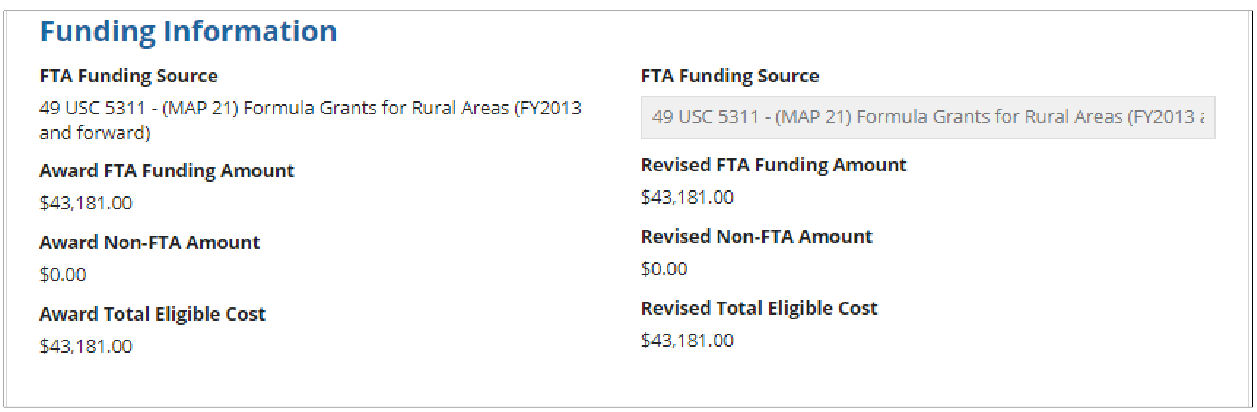
Adjustment Amount
$7,202

Transportation Development Credit
$1,112

Total Eligible Cost
$567,238

The Non-FTA Funding Information section appears differently in TrAMS applications in comparison to Transportation Electronic Award Management (TEAM) applications. TEAM is the legacy system used process and review applications. An application created by the legacy system is usually referred to as a TEAM grant. There are several differences between applications created by the TrAMS system versus the TEAM system, but the one difference applicable to this section can be seen in the image below.

Funding Information: TEAM Application


Funding Information

FTA Funding Source
49 USC 5311 - (MAP 21) Formula Grants for Rural Areas (FY2013 and forward)

Award FTA Funding Amount
$43,181.00

Award Non-FTA Amount
$0.00

Award Total Eligible Cost
$43,181.00

FTA Funding Source
49 USC 5311 - (MAP 21) Formula Grants for Rural Areas (FY2013 a

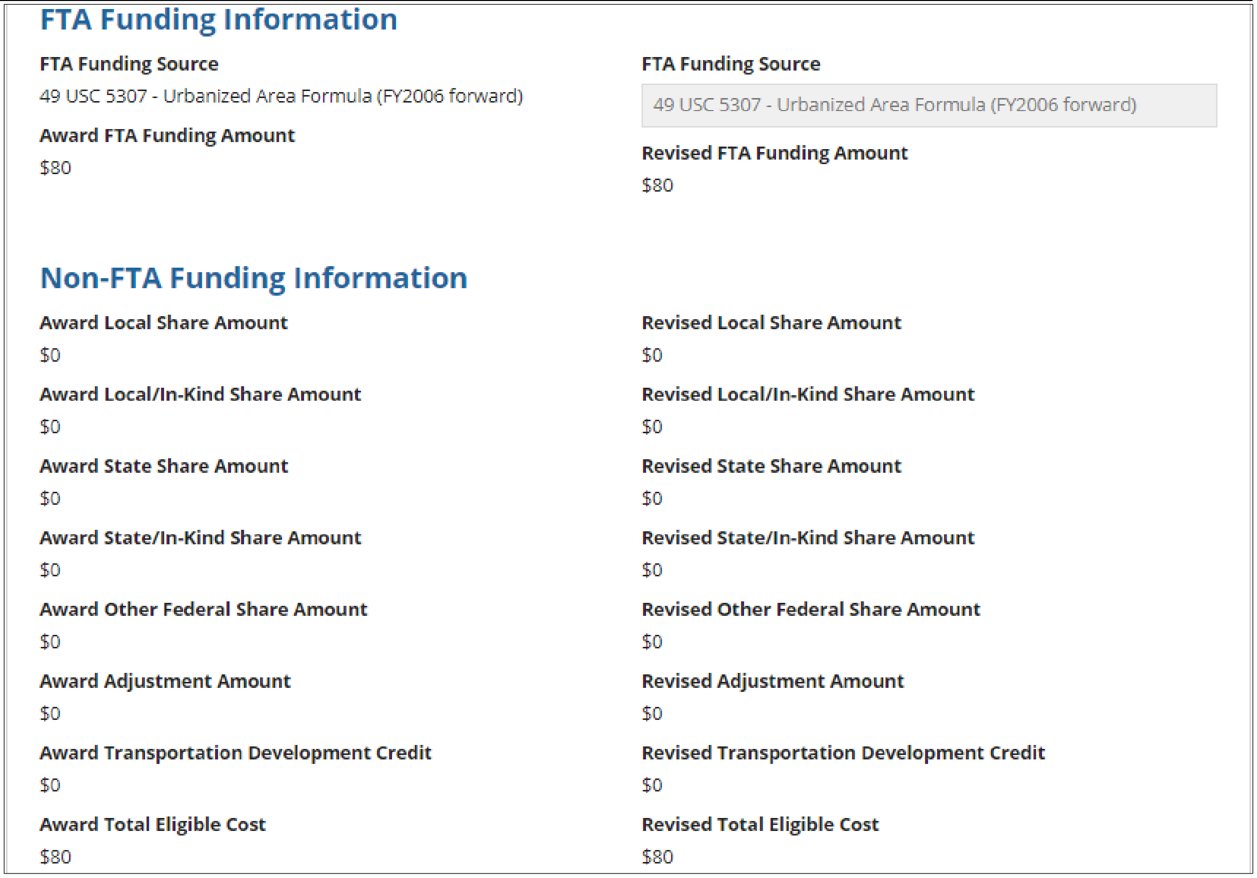
Revised FTA Funding Amount
$43,181.00

Revised Non-FTA Amount
$0.00

Revised Total Eligible Cost
$43,181.00

Unlike TrAMS, a TEAM application has a simpler layout when it comes to the Budget ALI page. A TEAM application only has one section for Funding Information, while the TrAMS applications divide the section into two: 1) FTA Funding information and 2) Non-FTA Funding information. Notice the difference in the TEAM Funding information shown above versus the TrAMS Funding Information displayed below.

Funding Information: TrAMS Application



FTA Funding Information

FTA Funding Source
49 USC 5307 - Urbanized Area Formula (FY2006 forward)

Award FTA Funding Amount
$80

FTA Funding Source
49 USC 5307 - Urbanized Area Formula (FY2006 forward)

Revised FTA Funding Amount
$80

Non-FTA Funding Information

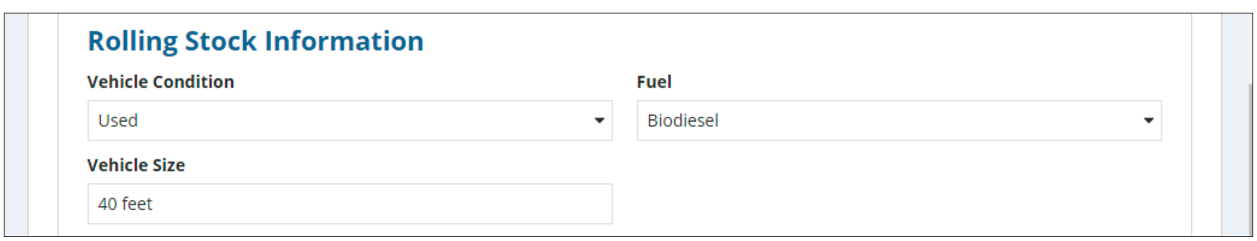
Award Local Share Amount $0	**Revised Local Share Amount** $0
Award Local/In-Kind Share Amount $0	**Revised Local/In-Kind Share Amount** $0
Award State Share Amount $0	**Revised State Share Amount** $0
Award State/In-Kind Share Amount $0	**Revised State/In-Kind Share Amount** $0
Award Other Federal Share Amount $0	**Revised Other Federal Share Amount** $0
Award Adjustment Amount $0	**Revised Adjustment Amount** $0
Award Transportation Development Credit $0	**Revised Transportation Development Credit** $0
Award Total Eligible Cost $80	**Revised Total Eligible Cost** $80

10) **Rolling Stock Information:** When the scope code 'Rolling Stock' is selected, the Rolling Stock Information Section will display. Completing the Rolling Stock Information section is optional, based on your selection of scope code.

   a) **Vehicle Condition:** Select a value from the drop down 'Vehicle Condition' field indicating whether the vehicles are new or used.

   b) **Fuel:** Select a value from the drop down 'Fuel' field indicating the type of fuel that the vehicles will use.

   c) **Vehicle Size:** Provide a short text describing of the size of the vehicle in the 'Vehicle Size' field.



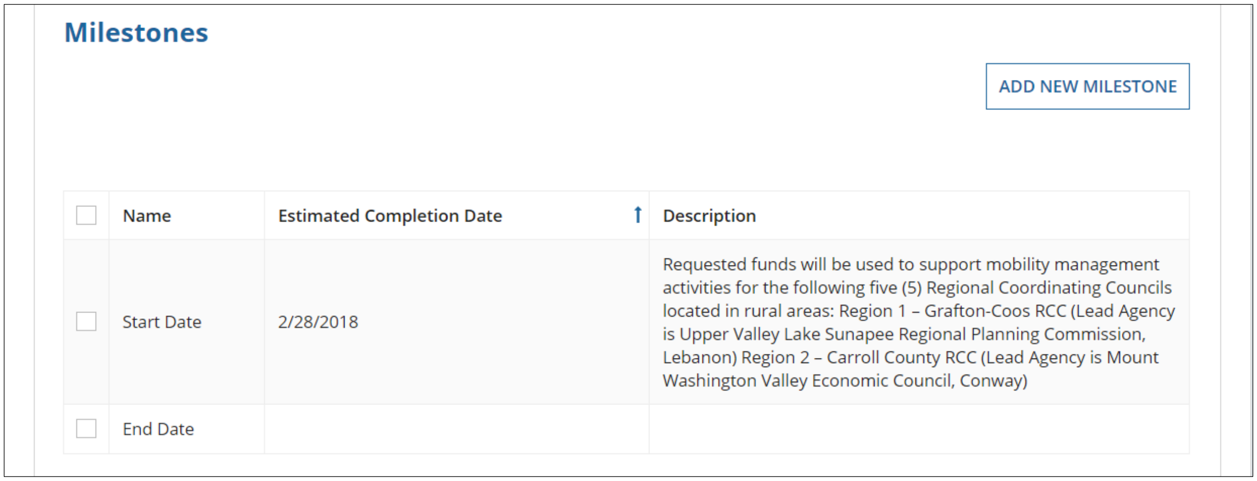
Rolling Stock Information

Vehicle Condition
Used

Fuel
Biodiesel

Vehicle Size
40 feet

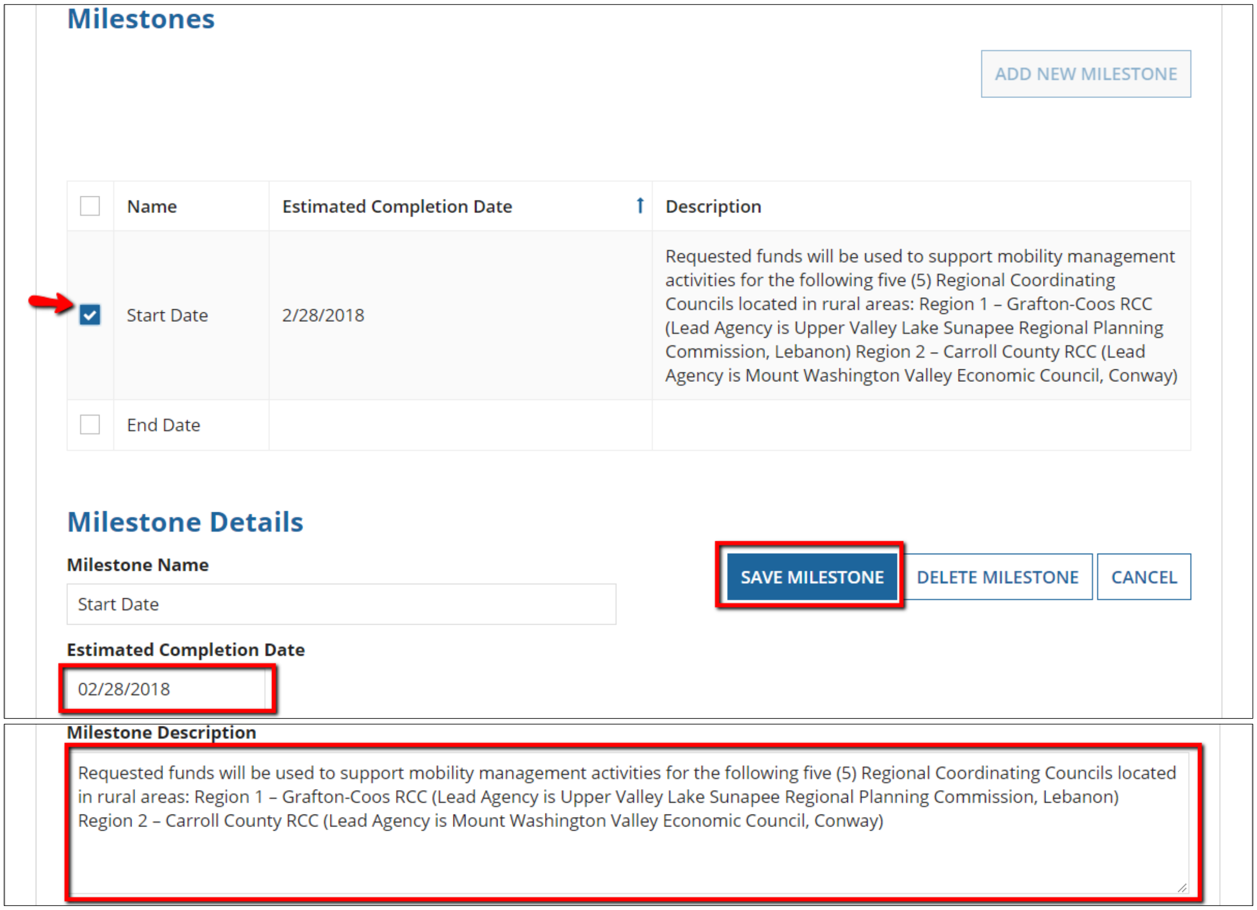
11) **Milestones:** Update the Milestone section. A table will display with the minimum two milestones; auto populated to 'Start Date' and 'End Date.' Two milestones are required to pass project validation. A 'Rolling Stock' line item will have five standard milestones (RFP/IFB Issue Date, Contract Award Date, Initial Delivery Date, Final Delivery Date, and Contract Completion Date). The Estimated Completion Date for each milestone must be populated.



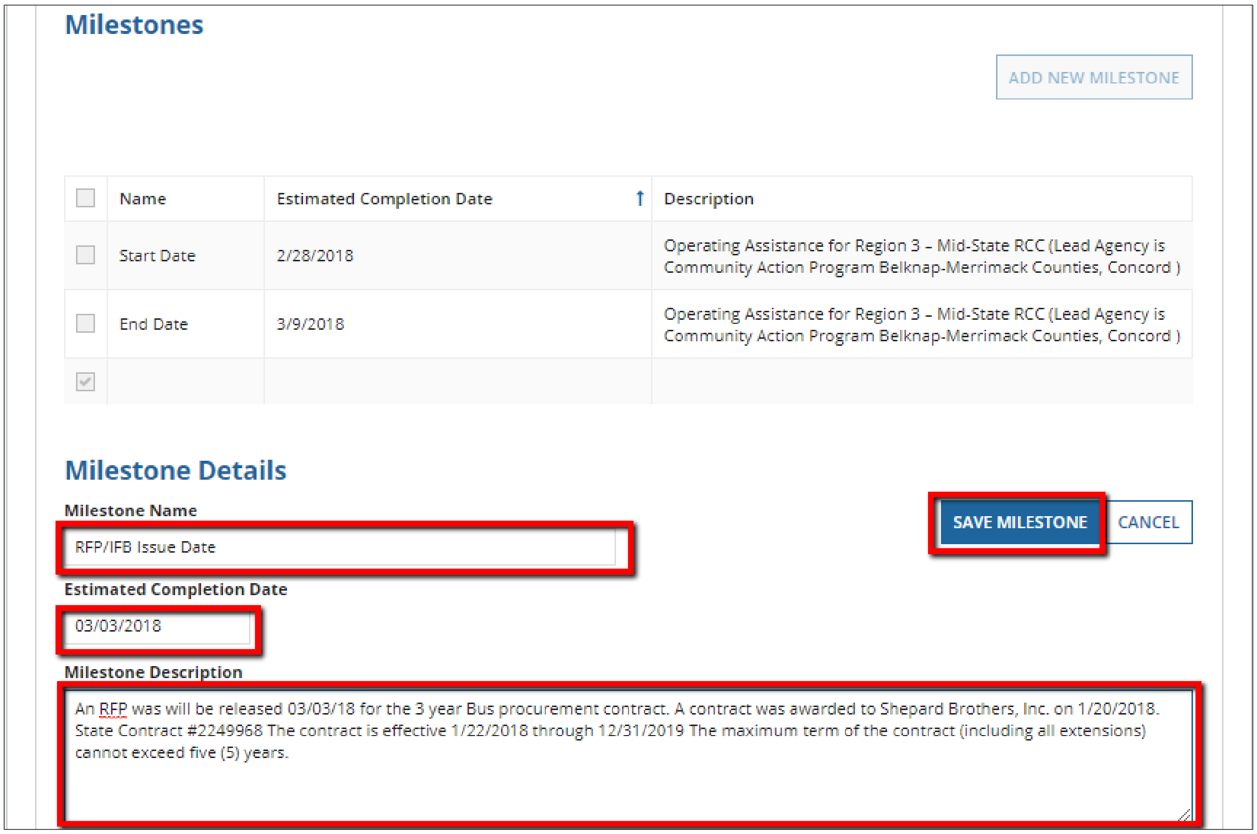
	Name	Estimated Completion Date	Description
	Start Date	2/28/2018	Requested funds will be used to support mobility management activities for the following five (5) Regional Coordinating Councils located in rural areas: Region 1 – Grafton-Coos RCC (Lead Agency is Upper Valley Lake Sunapee Regional Planning Commission, Lebanon) Region 2 – Carroll County RCC (Lead Agency is Mount Washington Valley Economic Council, Conway)
	End Date		

12) You can update, delete, or add milestones to the default list. Details for each milestone in the grid must be provided for the ALI to be marked as complete.

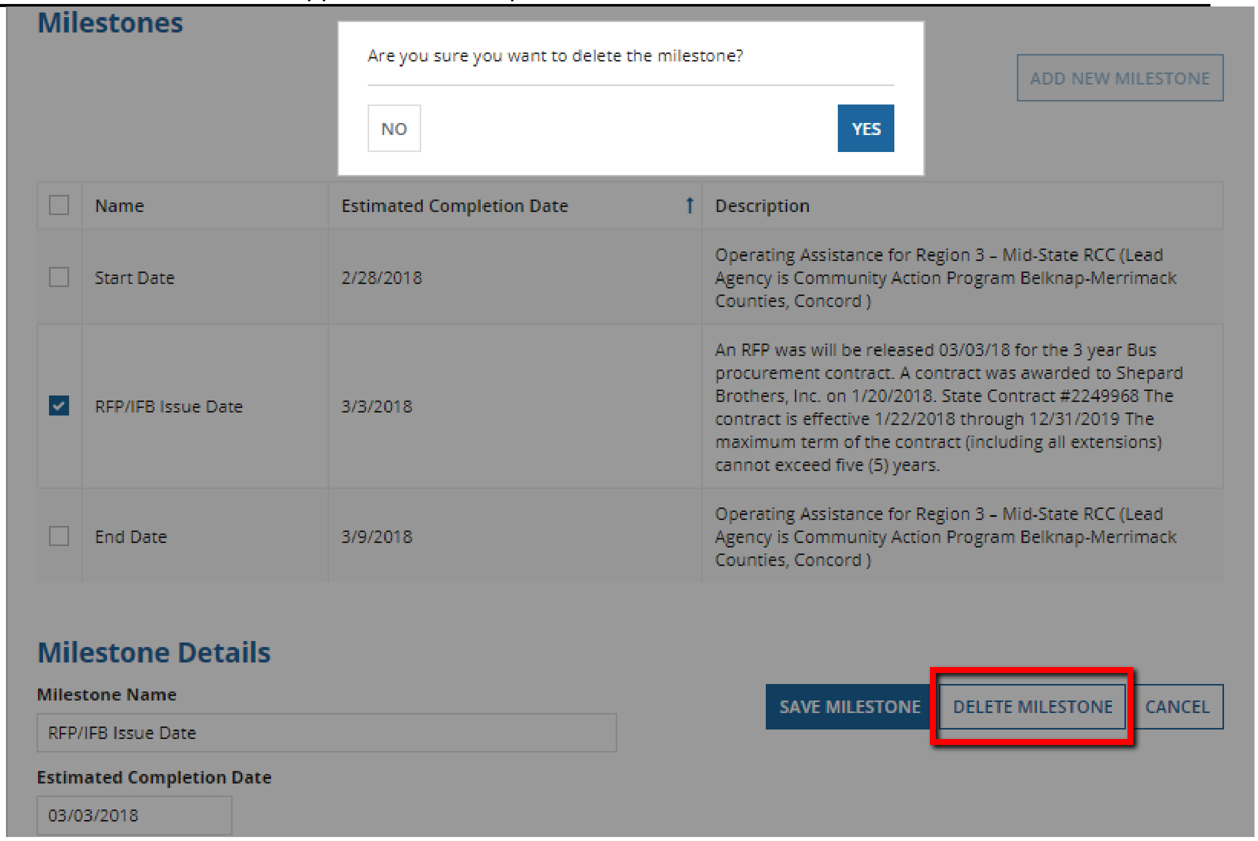
13) **Update Milestone:** To update a default milestone, click the checkbox next to the milestone name. The 'Milestone Details' section will open. Update the milestone name as desired. Add an estimated completion date and input a description. A name and completion date are required for each milestone. When done, click the 'Save Milestone' button.



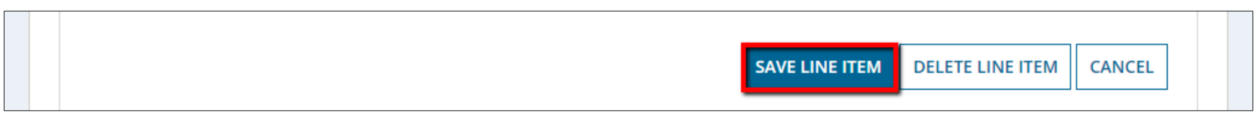
14) **Add Milestone:** To add new milestones click the 'Add New Milestone' button and the form will expand to allow for the input of the milestone details. Add the milestone name, an estimated completion date and input a description. A name and completion date are required for each milestone. When done, click the 'Save Milestone' button.



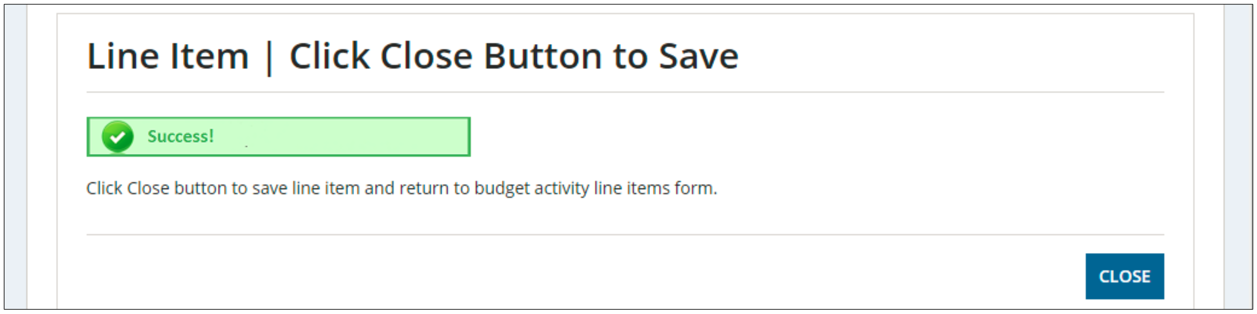
15) **Delete Milestone:** Click the checkbox next to the milestone name. The 'Milestone Details' section will open. Click on the 'Delete Milestone' button and a confirmation prompt is displayed. Click 'Yes' to delete the milestone, and collapse the form. Selecting the 'No' button will prevent any changes from occurring.



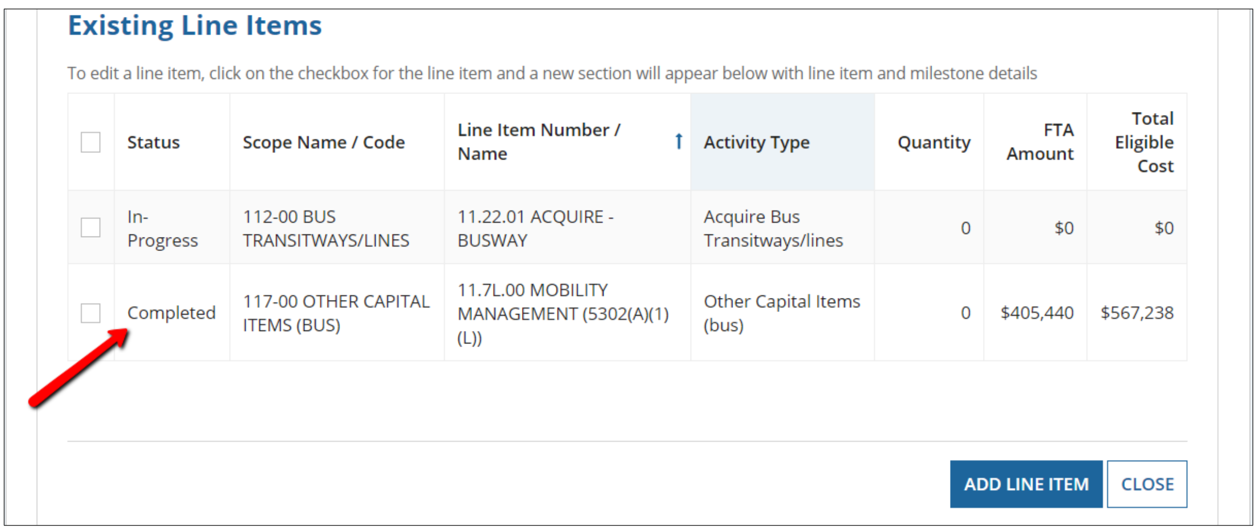
16) **Save Line Item:** Once all details for the selected line item have been added, click the ‘Save Line Item’ button. The button can be found below the ‘Existing Line Items’ grid and beneath the ‘Milestones’ section.



17) The 'Click Close Button to Save' form will appear. **Warning: You must click the 'Close' button on this screen to complete saving. Failure to select the 'Close' button will result in incorrect Control Totals.**



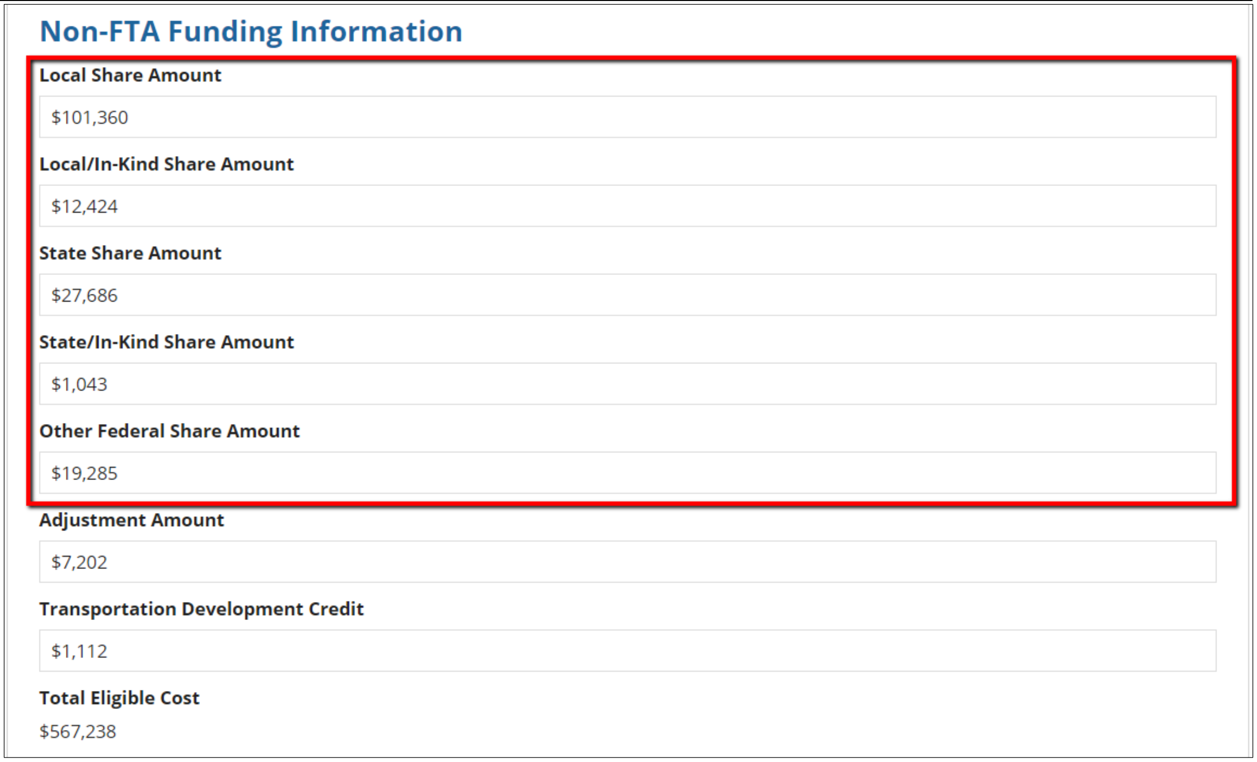
18) Once saving is complete, the 'Budget Activity Line Items' form will reopen. The status for the saved line item will change from 'In-progress' to 'Completed' after all required information has been provided.



	Status	Scope Name / Code	Line Item Number / Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
	In-Progress	112-00 BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	0	$0	$0
	Completed	117-00 OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A)(1)(L))	Other Capital Items (bus)	0	$405,440	$567,238

Notice there are two fields above populated with dollar amounts based on recent updates to the Activity Line Items: FTA Amount and Total Eligible Cost. The FTA Amount is derived from the dollar amount entered into the 'FTA Funding Amount' field within the 'Manage Budget Activity Line Items and Milestones' form. The Total Eligible Cost includes the FTA Amount, plus some of the Non-FTA Funding.

The Non-FTA Funding that is included in the Total Eligible Cost includes all of the values entered into the 'Local Share Amount', 'Local/In-Kind Share Amount', 'State Share Amount', 'State/In-Kind Share Amount', and 'Other Federal Share Amount' fields. The 'Adjustment Amount' and 'Transportation Development Credit' fields are not included in the 'Total Eligible Cost'



Non-FTA Funding Information

Local Share Amount

$101,360

Local/In-Kind Share Amount

$12,424

State Share Amount

$27,686

State/In-Kind Share Amount

$1,043

Other Federal Share Amount

$19,285

Adjustment Amount

$7,202

Transportation Development Credit

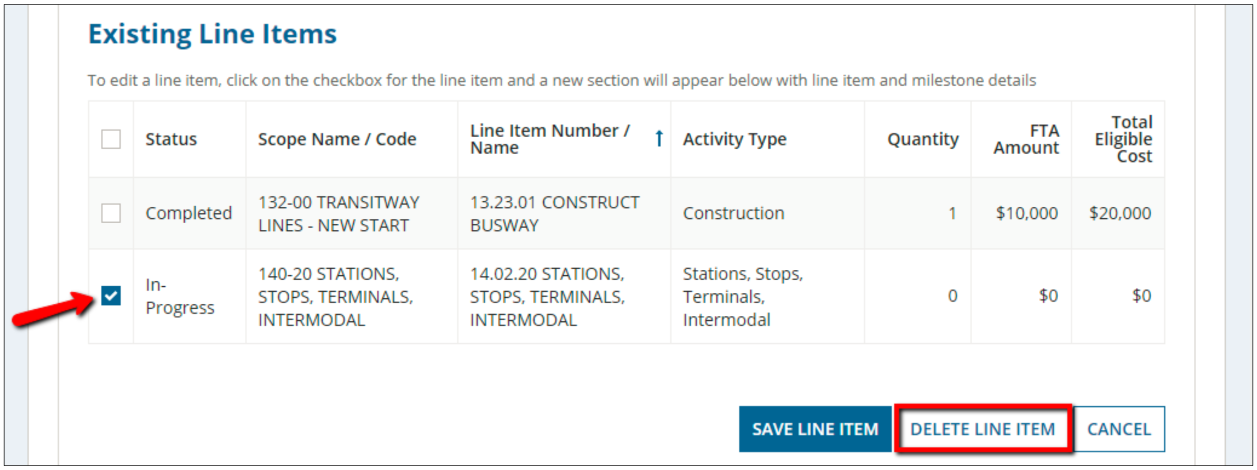
$1,112

Total Eligible Cost

$567,238

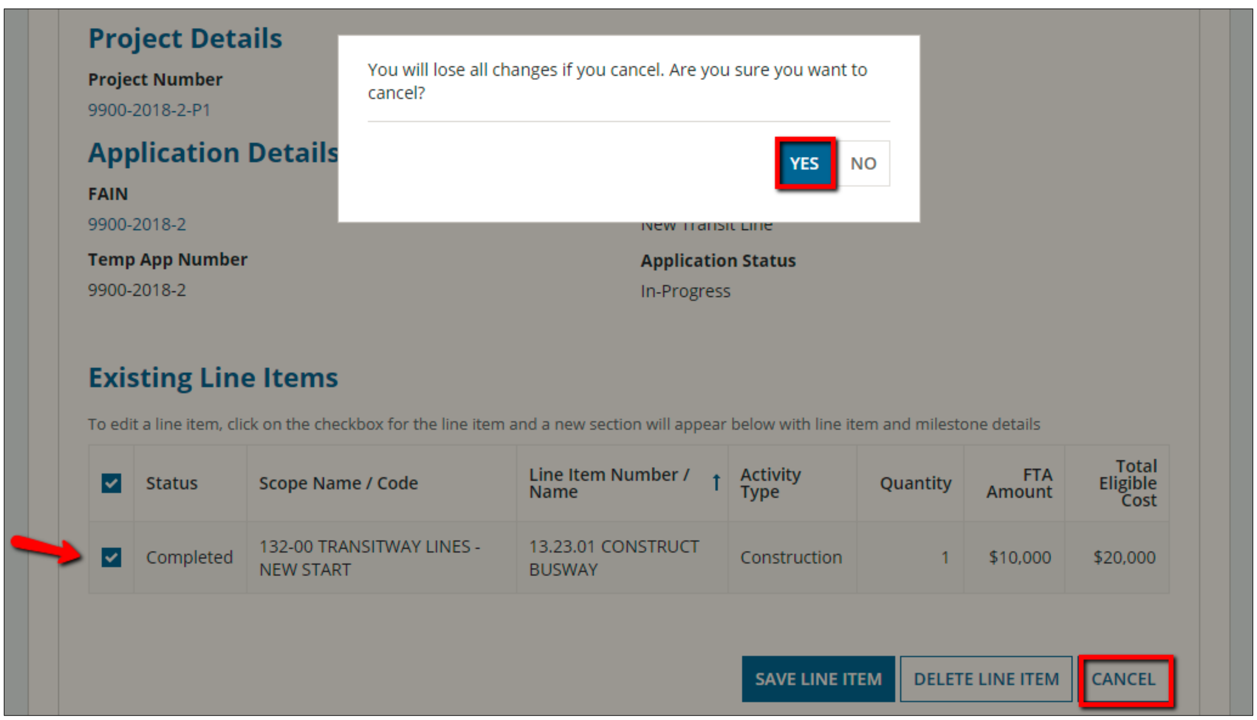
19) Select all remaining ALI's and repeat the process of updating their information. All line items must have a 'Complete' status in order to successfully validate the project.

20) To delete an ALI, select the checkbox next to the ALI and then click the 'Delete Line Item' button that appears. A prompt will display confirming that you wish to delete.



21) Once a line item is deleted the existing line items grid will no longer display the deleted line item.

22) Click the 'Cancel' button to exit out of the form without saving changes for the selected line item and collapse the form to exclude the line item sections.



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

4.4.3.5 Environmental Determination

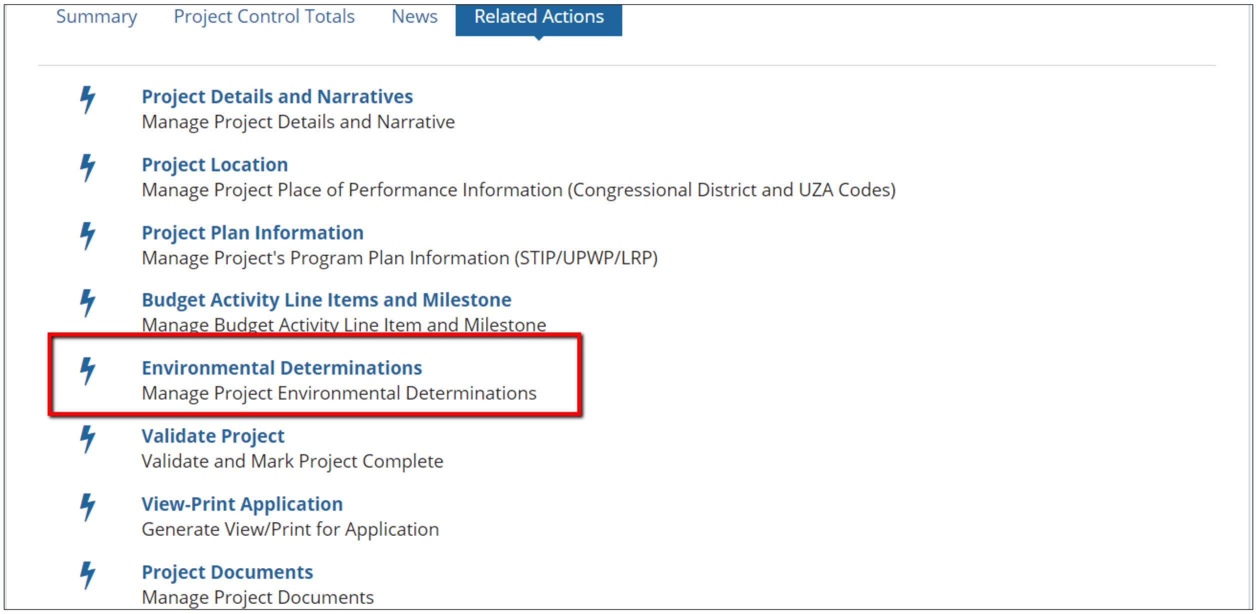
Environmental determinations must be provided to pass project validation. You may select to have one environmental determination apply to the project as a whole (and all ALIs within the project) or select individual environmental determination for each ALI.

To update Environmental Determination, complete the following:

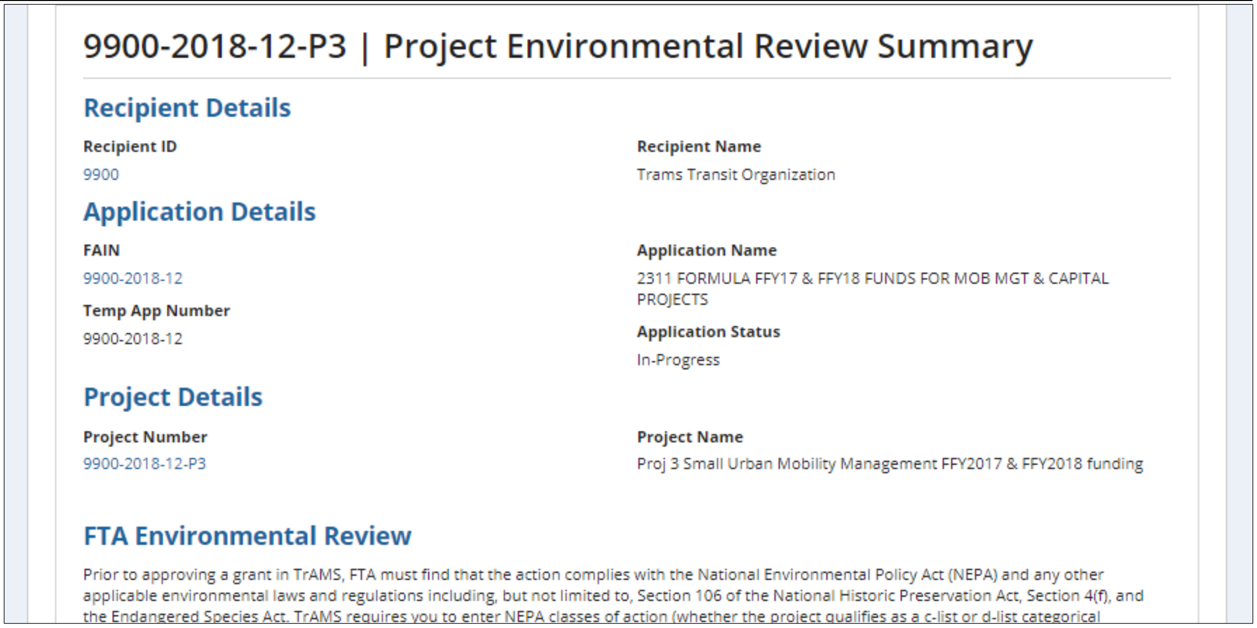
1) Use the Records tab to search and open the desired project.

2) Click the ‘Related Actions’ link from the navigation bar. .

3) Click on the link ‘Environmental Determination’ related action from the menu to update environmental determination details.



4) The Project Environmental Review Summary form will open. The top of the form contains information about environmental reviews.



9900-2018-12-P3 | Project Environmental Review Summary

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Application Details

FAIN
9900-2018-12

Temp App Number
9900-2018-12

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Application Status
In-Progress

Project Details

Project Number
9900-2018-12-P3

Project Name
Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding

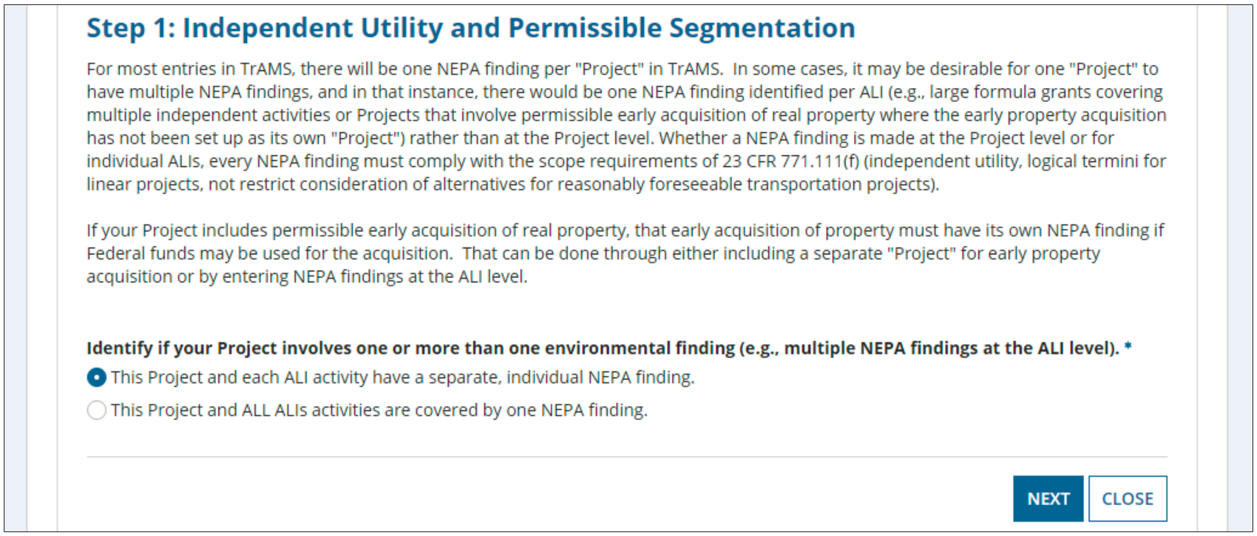
FTA Environmental Review

Prior to approving a grant in TrAMS, FTA must find that the action complies with the National Environmental Policy Act (NEPA) and any other applicable environmental laws and regulations including, but not limited to, Section 106 of the National Historic Preservation Act, Section 4(f), and the Endangered Species Act. TrAMS requires you to enter NEPA classes of action (whether the project qualifies as a c-list or d-list categorical

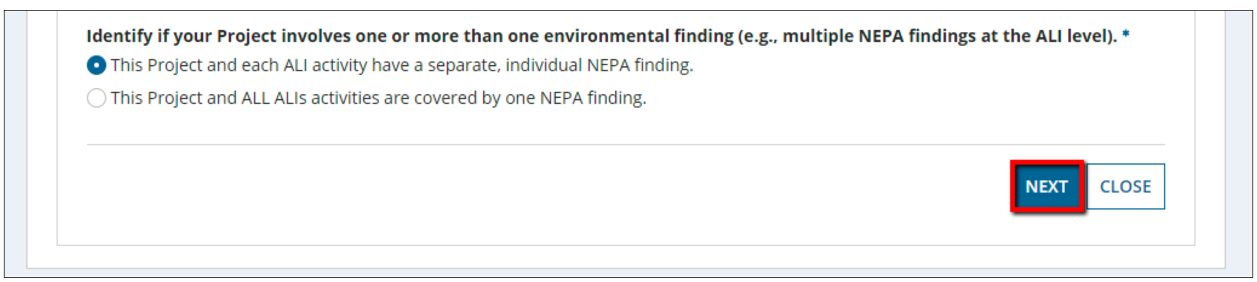
5) At the bottom of the form, review the text in the ‘Step 1: Independent Utility and Permissible Segmentation’ section. Select whether this project is covered by one or multiple NEPA findings.

   a) **Multiple:** ‘This Project and each ALI activity have a separate, individual NEPA finding’ – select this option when each ALI within the project has its own environmental determination, or

   b) **One:** ‘This Project and ALL ALIs activities are covered by one NEPA determination’ – select this option when one environmental determination applies to the project as a whole.

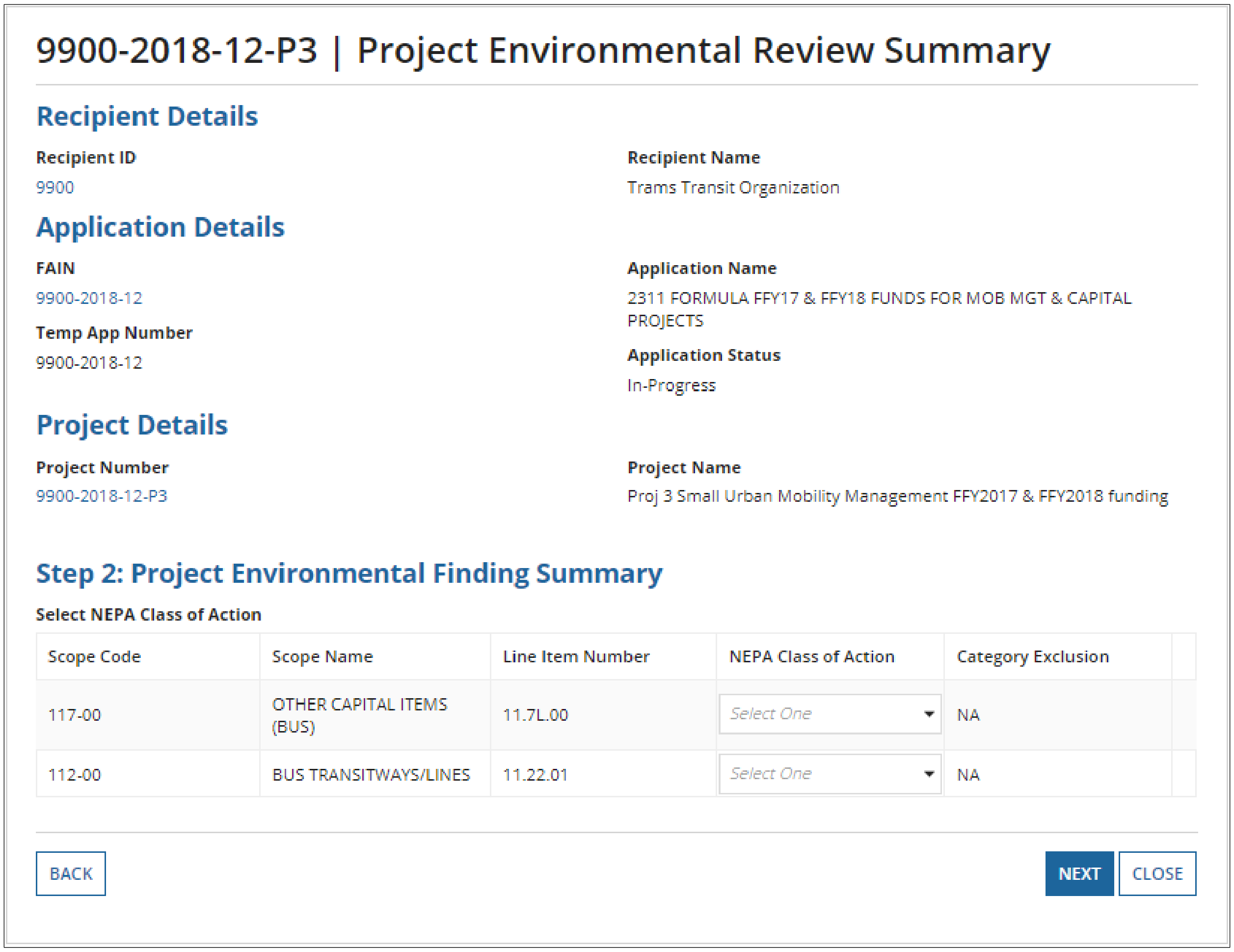


6) Click on the ‘Next’ button to move the next form. Click the ‘Close’ button on this, or any subsequent forms, to close the form without saving changes and return to the project ‘Related Actions’ menu.



7) The 'Step 2: Project Environmental Finding Summary' section will appear.

a) If the answer to Step 1 was 'This Project and each ALI activity have a separate, individual NEPA determination,' the form will display each ALI in the project. A 'NEPA Class of Action' and its corresponding 'Category Exclusion' will need to be chosen for each ALI.



9900-2018-12-P3 | Project Environmental Review Summary

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Application Details

FAIN
9900-2018-12

Temp App Number
9900-2018-12

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Application Status
In-Progress

Project Details

Project Number
9900-2018-12-P3

Project Name
Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding

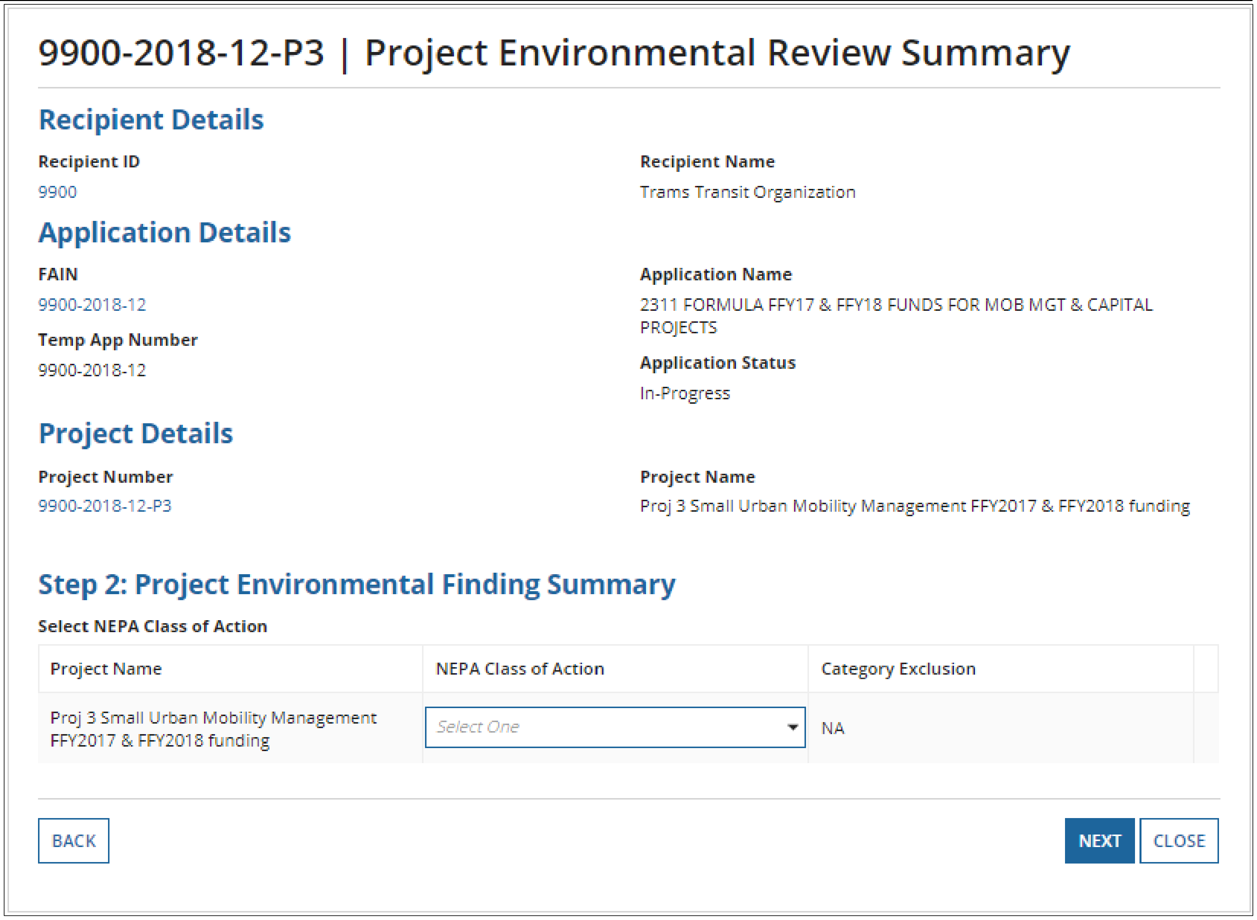
Step 2: Project Environmental Finding Summary

Select NEPA Class of Action

Scope Code	Scope Name	Line Item Number	NEPA Class of Action	Category Exclusion
117-00	OTHER CAPITAL ITEMS (BUS)	11.7L.00	Select One	NA
112-00	BUS TRANSITWAYS/LINES	11.22.01	Select One	NA

BACK NEXT CLOSE

b) If the value 'This Project and ALL ALIs activities are covered by one NEPA finding' was selected, the form will display a single row for the entire project. Only one 'NEPA Class of Action' and its corresponding 'Category Exclusion' may be selected.

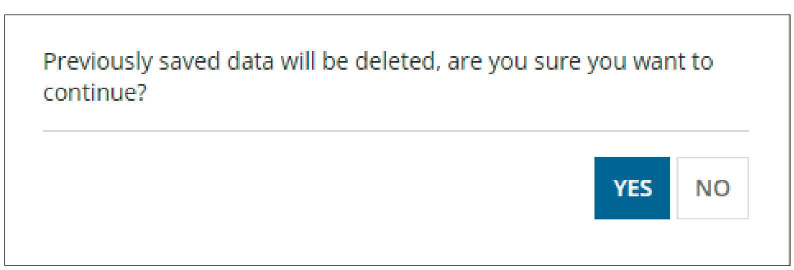


8) Select a value from the drop-down menu provided under the 'NEPA Class of Action' field. Once you select a class of action from the drop-down, the 'Category Exclusion' field will populate with appropriate values.

   a) If 'Class II(c) – Categorical Exclusion (C-List)' or 'Class II(d) – Categorical Exclusion (D-List)' is selected, a new dropdown menu will appear displaying the possible categorical exclusion values.

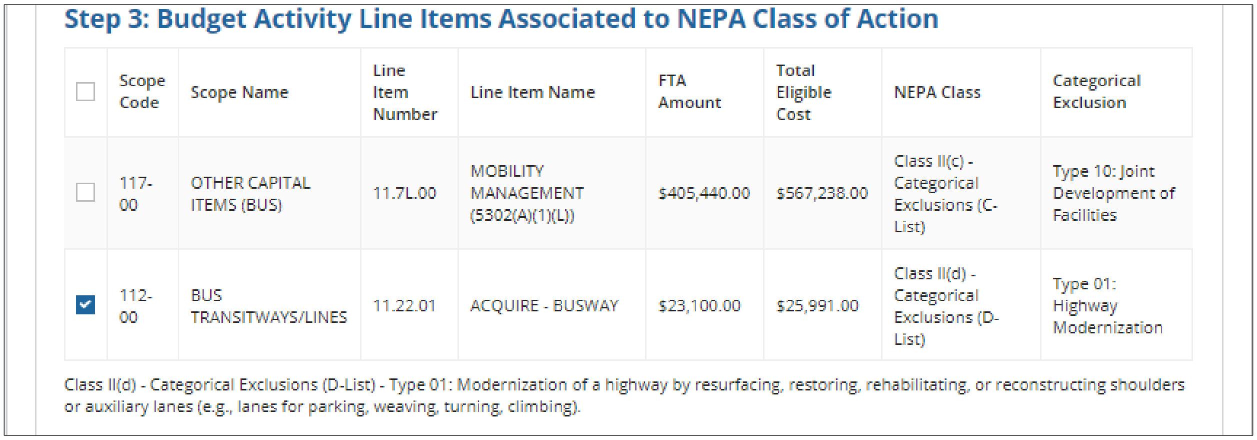
   b) Otherwise, the value of 'NA' will populate.

9) To change your Step 1 answer, click the 'Back' button and adjust your selection. The following validation message will display to confirm your change. You will need to repeat steps 5 – 7.



10) When the NEPA classes and categorical exclusions have been selected, click the 'Next' button to move to the next page to provide detail information on the Environmental Findings.

11) The 'Step 3: Budget Activity Line Items Associated to NEPA Class of Action' section will display:

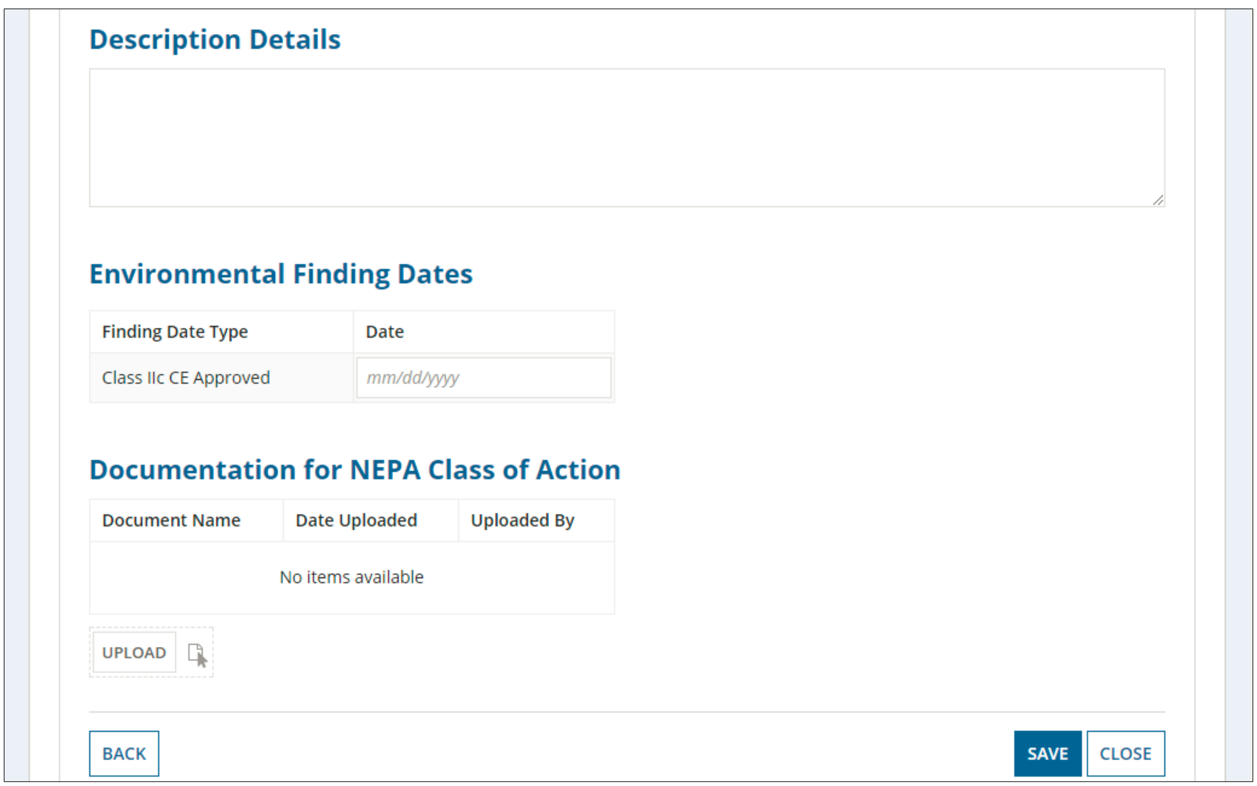


Step 3: Budget Activity Line Items Associated to NEPA Class of Action

☐	Scope Code	Scope Name	Line Item Number	Line Item Name	FTA Amount	Total Eligible Cost	NEPA Class	Categorical Exclusion
☐	117-00	OTHER CAPITAL ITEMS (BUS)	11.7L.00	MOBILITY MANAGEMENT (5302(A)(1)(L))	$405,440.00	$567,238.00	Class II(c) - Categorical Exclusions (C-List)	Type 10: Joint Development of Facilities
☑	112-00	BUS TRANSITWAYS/LINES	11.22.01	ACQUIRE - BUSWAY	$23,100.00	$25,991.00	Class II(d) - Categorical Exclusions (D-List)	Type 01: Highway Modernization

Class II(d) - Categorical Exclusions (D-List) - Type 01: Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing shoulders or auxiliary lanes (e.g., lanes for parking, weaving, turning, climbing).

12) When multiple findings have been selected you will be presented with a grid to select the ALI to be updated. Select an ALI by checking the box associated with the ALI and the form will expand to allow the entry of the details. If only one finding was selected for the project, selecting an ALI will not be required and the expanded form will automatically be displayed.

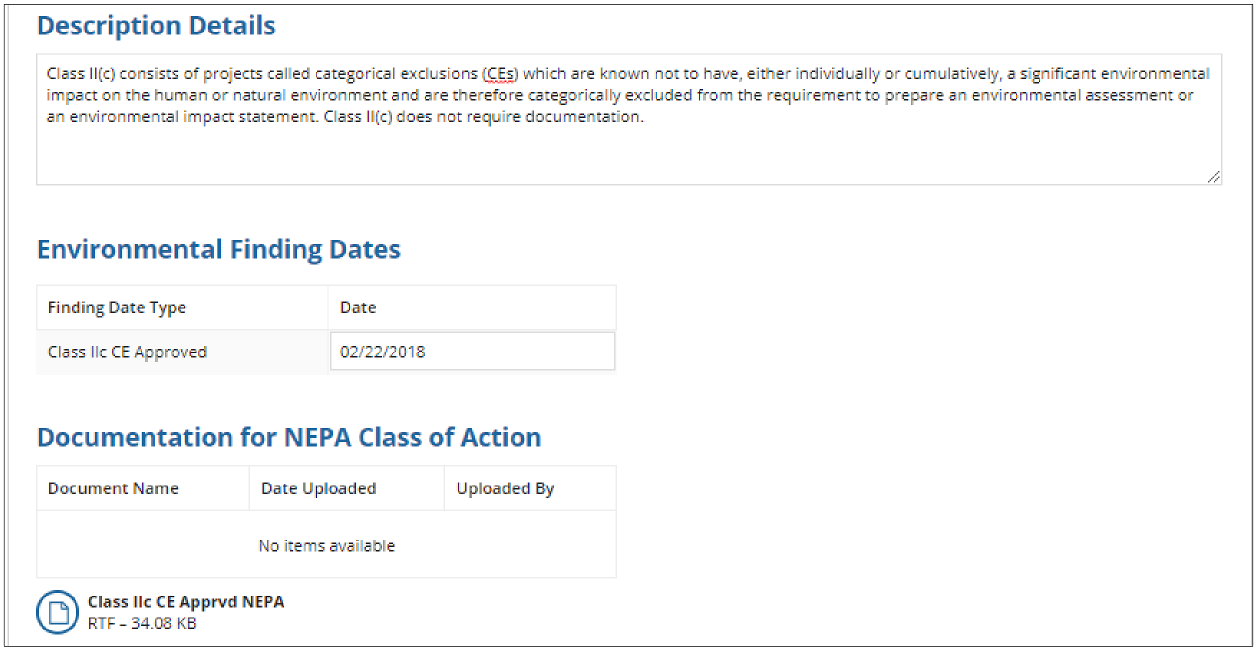


13) For each NEPA Class of Action selected the user will be able to:

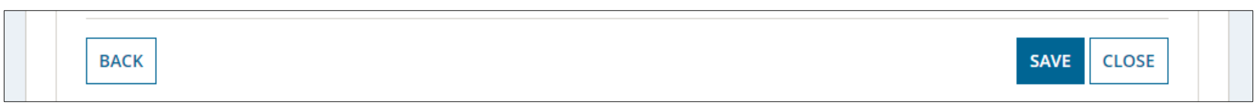
   a) Provide a description of the findings in the 'Description Details' field.

   b) Click on each finding date type 'Date' field to either type in a date or select a date from the date picker. Date fields listed will depend on the NEPA Class of Action selected.

c) Click on the 'Browse' button to upload a document that is associated with the NEPA Class of Action.



14) Click on 'Save' to save all information for the selected NEPA Class of Action. Then click 'Close' to close the form and return to the project 'Related Actions' menu.



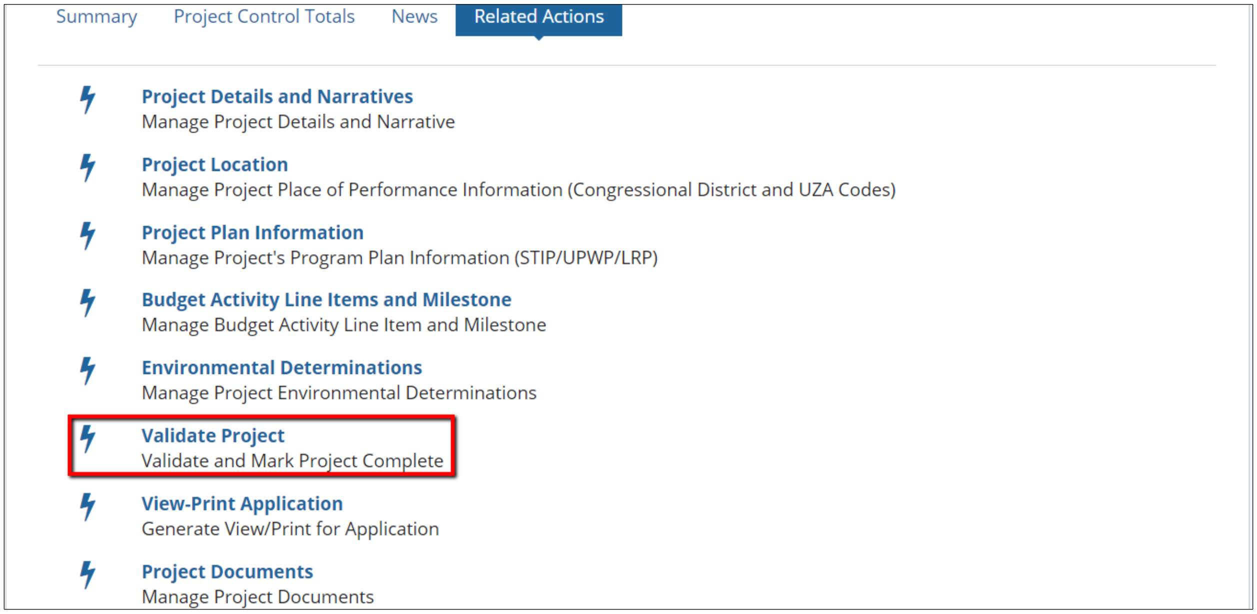
15) Click on 'Back' to return to the previous form and modify the NEPA Class of Action or Categorical Exclusions selected.

4.4.3.6 Validate Project

All projects must be validated before transmitting an application to FTA for review.

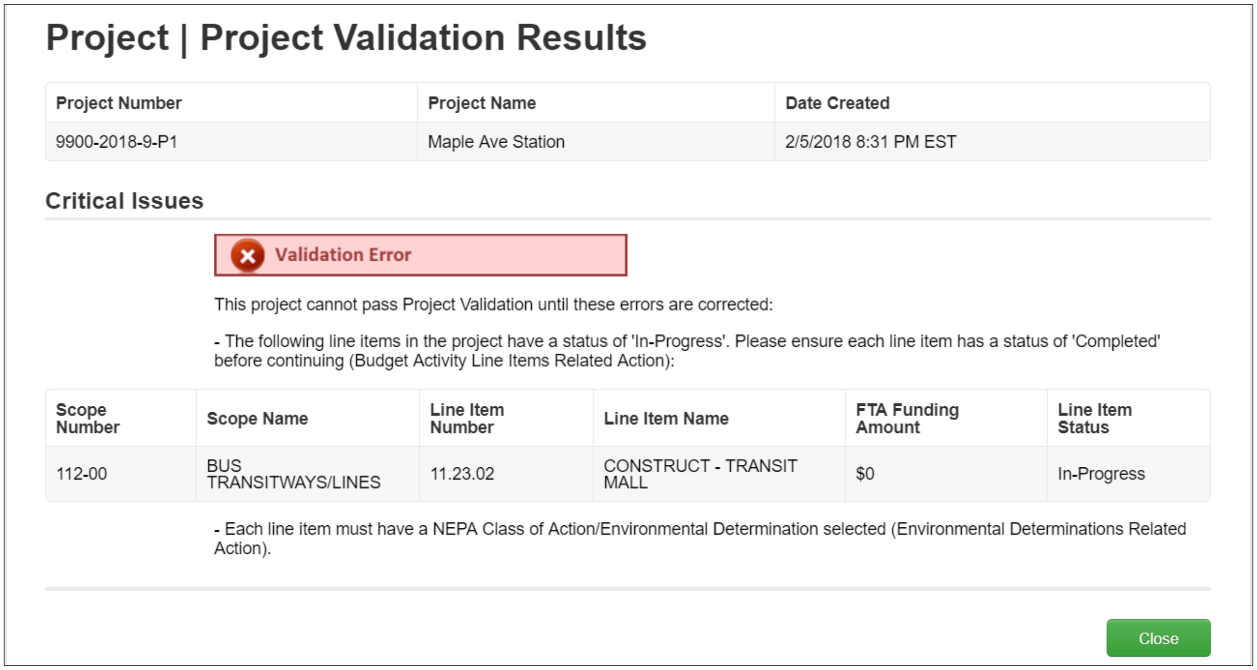
To validate a project, complete the following:

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



4) The system will validate the project to ensure all required elements for the project are present and will provide a summary of critical issues and warnings.

5) If the validation results in critical issues, you will need to address them individually before the project will pass validation. Critical issues will result in a red box ‘Validation Error’ and the list of errors to be corrected. Potential critical errors include missing ALIs, incomplete ALIs, missing location details, and missing environmental determinations. The following screenshot shows two critical errors that must be addressed: an incomplete ALI and a missing congressional district. For instructions on how to resolve critical errors, refer to the Appendix, section 7.7.2 Project Validation Critical Errors.



Project | Project Validation Results

Project Number	Project Name	Date Created
9900-2018-9-P1	Maple Ave Station	2/5/2018 8:31 PM EST

Critical Issues

Validation Error

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

- The following line items in the project have a status of 'In-Progress'. Please ensure each line item has a status of 'Completed' before continuing (Budget Activity Line Items Related Action):

Scope Number	Scope Name	Line Item Number	Line Item Name	FTA Funding Amount	Line Item Status
112-00	BUS TRANSITWAYS/LINES	11.23.02	CONSTRUCT - TRANSIT MALL	$0	In-Progress

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

Close

6) Click the ‘Close’ button to return back to the available related actions for the project and update the project as necessary.

7) Once the project passes initial validation, you will be presented with a series of questions based on the ALIs in your project. The forms will only appear if the criteria apply to your project. The three potential forms are:

   a) Section 5307 Funding Security Question

   b) Transportation Development Credit or In-Kind Funding Document Upload

   c) Fleet Status Update for Rolling Stock ALIs

8) **Section 5307 Funding Security Question**: This question will only appear if you have selected 5307 funding for this application. The questions asks if at least 1% of the 5307 funds will be expended for security purposes.

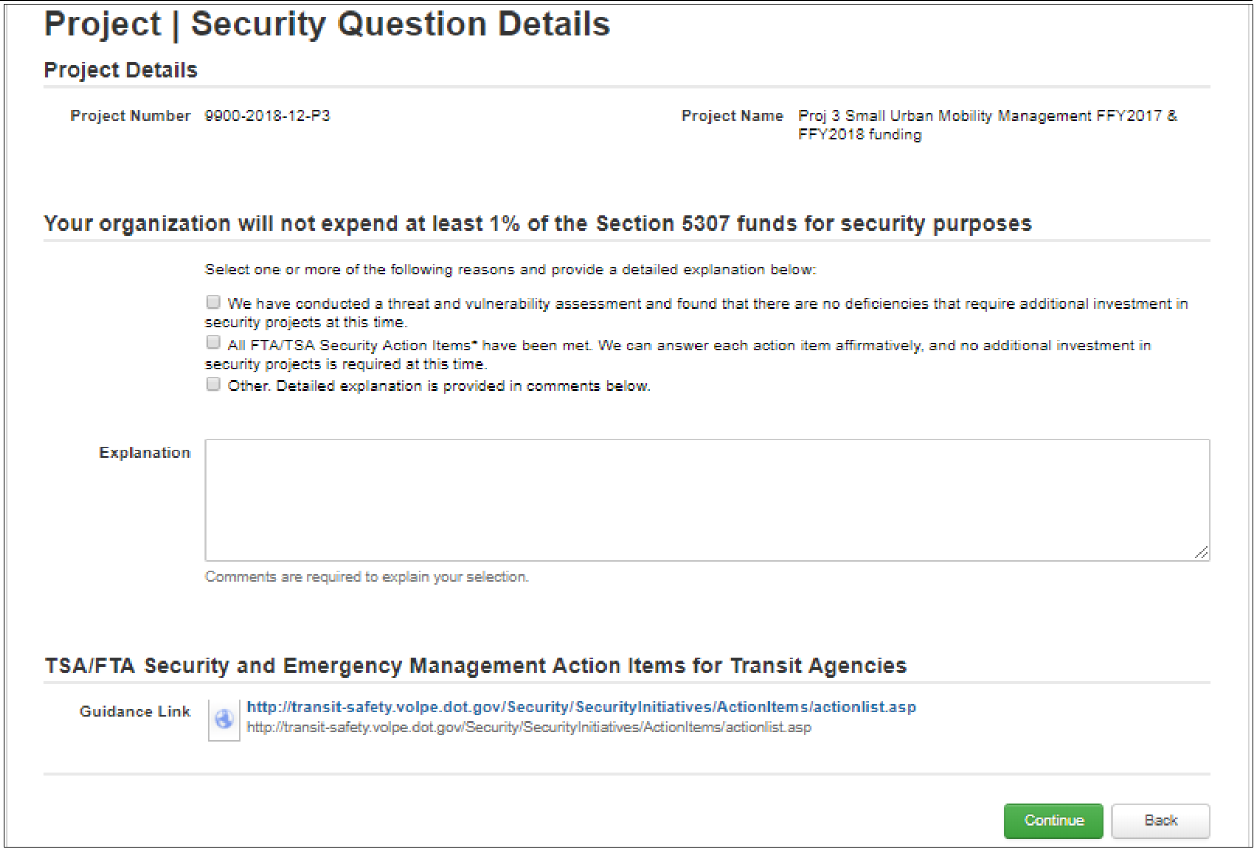
9) If you select 'Yes, our organization will expend at least 1% of the 5307 funds in this application for security related projects' and then click the 'Continue' button, you will be presented with a confirmation screen.

10) If you select 'No, our organization will NOT expend at least 1% of the 5307 funds in this application for security related projects,' then you will need to explain why on the next form.

   a) Click on desired reason. This is a multi-select choices

   b) Update the 'Explanation' field with the desired text. This is a long paragraph text field.

   c) Click on 'Continue' to save the information.



Project | Security Question Details

Project Details

Project Number 9900-2018-12-P3

Project Name Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding

Your organization will not expend at least 1% of the Section 5307 funds for security purposes

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

- [ ] We have conducted a threat and vulnerability assessment and found that there are no deficiencies that require additional investment in security projects at this time.
- [ ] All FTA/TSA Security Action Items* have been met. We can answer each action item affirmatively, and no additional investment in security projects is required at this time.
- [ ] Other. Detailed explanation is provided in comments below.

Explanation

Comments are required to explain your selection.

TSA/FTA Security and Emergency Management Action Items for Transit Agencies

Guidance Link http://transit-safety.volpe.dot.gov/Security/SecurityInitiatives/ActionItems/actionlist.asp
http://transit-safety.volpe.dot.gov/Security/SecurityInitiatives/ActionItems/actionlist.asp

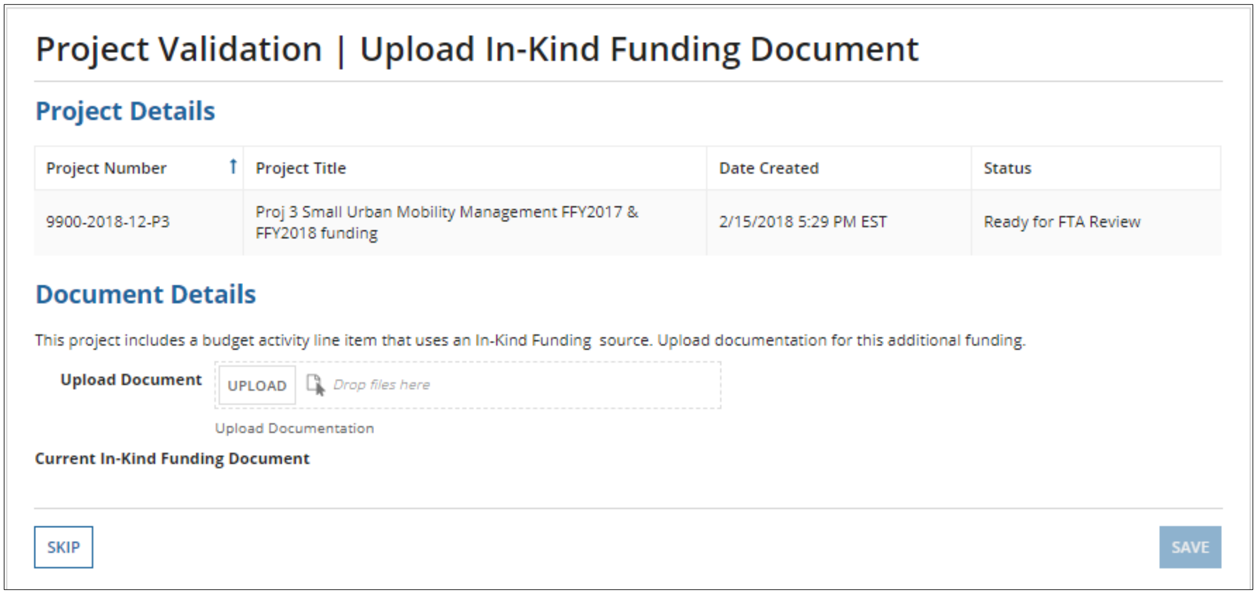
Continue Back

11) **In-Kind Funding:** When one or more of the ALI has an In-Kind funding source, documentation will be required. The 'Upload In-Kind Funding Document' page will display when a budget ALI contains In-Kind funding.

   a) Click on the 'Upload' button and select a document to upload.

   b) Click on the 'Save' button to continue.

   If In-Kind documentation has already been uploaded during previous validations of a project, you can skip uploading a document by clicking on the 'Skip' button.

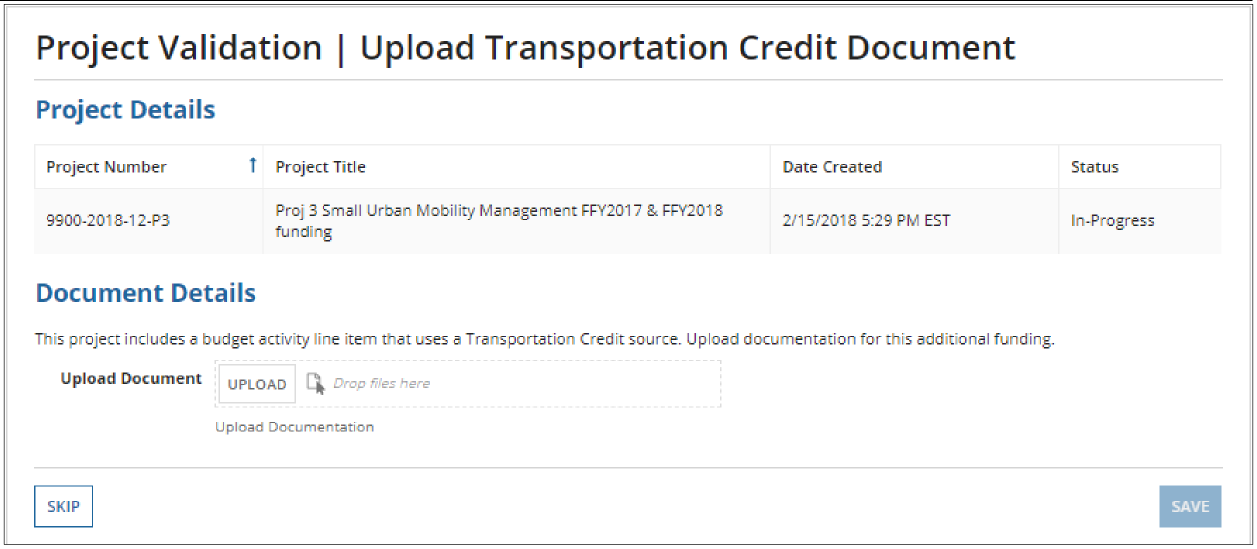


12) **Transportation Credit:** When one or more of the ALI's contain Transportation Development Credits as a Non-FTA funding source, you will be required to upload documentation. The 'Upload Transportation Credit Document' page will display.

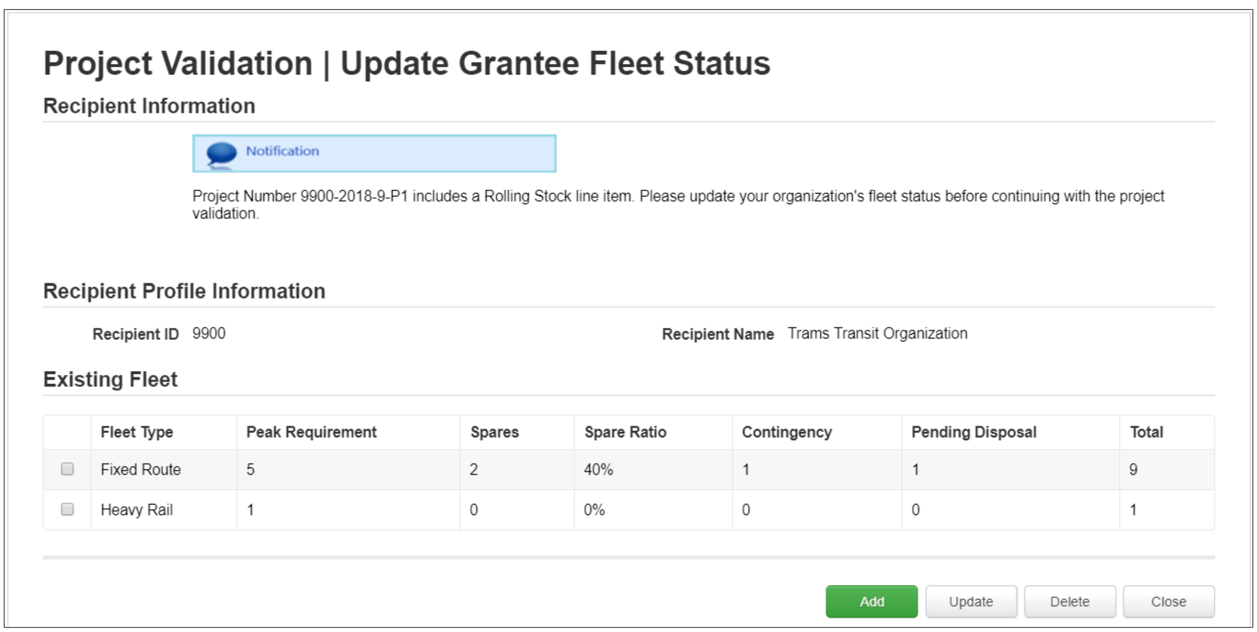
   a) Click on the 'Upload' button and select a document to upload.

   b) Click on the 'Save' button to continue.

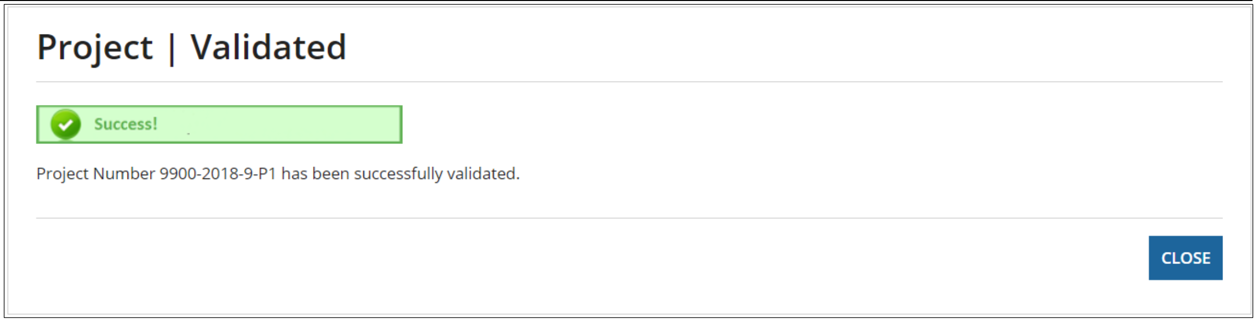
   If Transportation Credit Documentation has already been uploaded during previous validations of a project, you may skip uploading a document by clicking on the 'Skip' button.



13) When one or more of the ALI's contain rolling stock, the current fleet status associated to the recipient organization is shown. You may add new fleet types, update the current fleet items, delete fleet items, or bypass making any changes to the rolling stock by clicking the 'Close' button. Refer to the Recipient Profile Management page of the TrAMS Guidance & Training website for additional information regarding updates to fleet status. The fleet status associated with the application will be the fleet status listed on the recipient organization profile at the time of application award. Fleet information will display in the application view print once the award is made. Use the Recipient Profile at any time to view or update fleet information.



14) Once all validations have passed, the confirmation screen 'Project Validated' will display with the following message: 'Project Number [project #] has been successfully validated'. Click the Close button to return to the 'Related Actions' menu.



4.4.3.7 View-Print Application

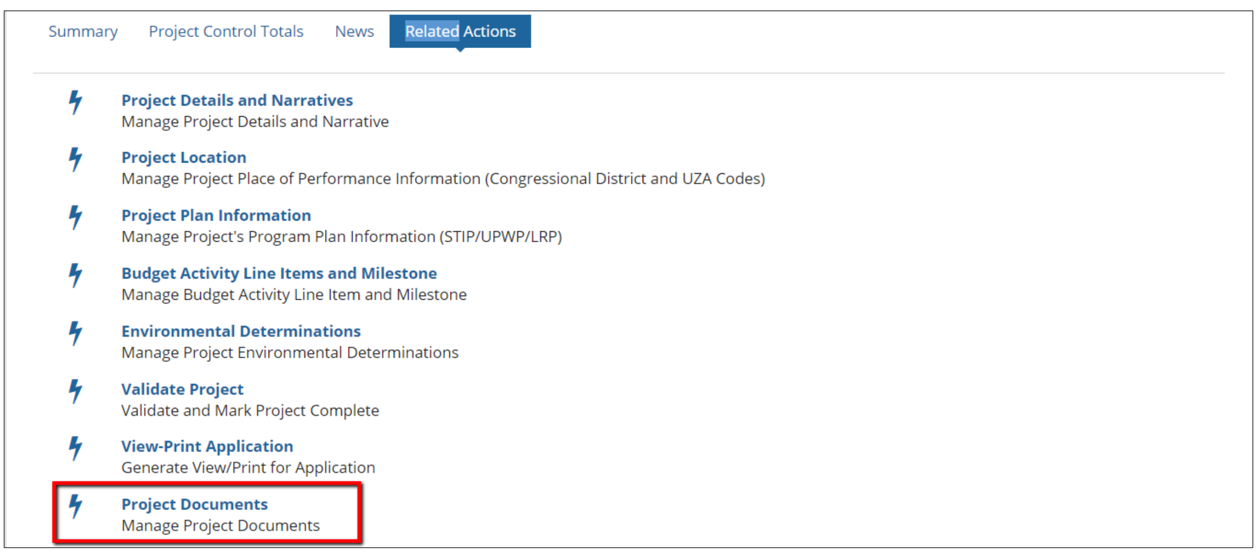
Users may access the View-Print Application functionality from either the application record or the project record. Refer to Section 2.5.6.3 View-Print Application for information regarding this action.

4.4.3.8 Project Documents

Documents that are added to the project will display in the Project Documents related action. This also includes the documents that are added as part of Project Validation. The documents that are added to the project will also display at the Application level as well, within the ‘Application Documents’ Related Action. The Project Documents related action allows users to upload new documents, remove or view documents.

To add, view, or delete documents associated with the project:

1) Use the Records tab to search and open the desired project
2) Click the ‘Related Actions’ link from the navigation bar.
3) Click on the ‘Project Documents’ related action from the menu.



4) The ‘Manage Documents’ form will open. Documents previously uploaded and associated with the project will display in a grid.

Trams Transit Organization | Manage Documents

Project Details

Project Number
9900-2018-12-P3

Project Name
Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding

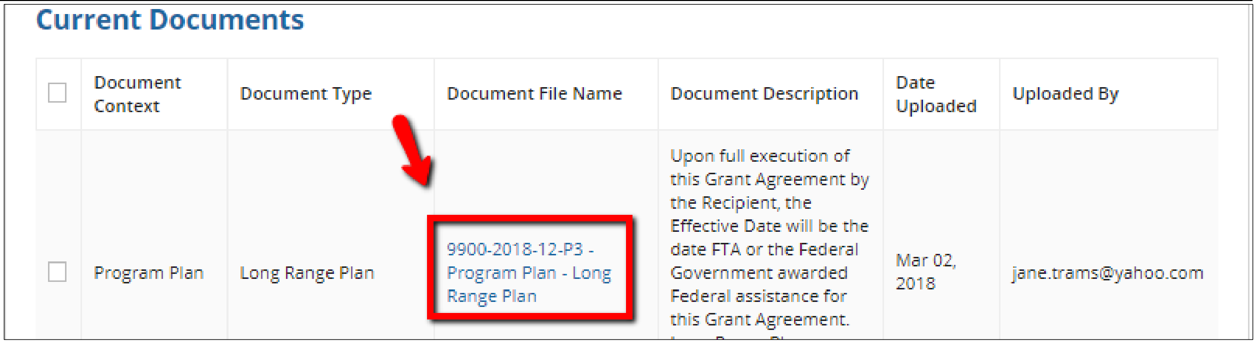
Current Documents

☐	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
☐	Program Plan	Long Range Plan	9900-2018-12-P3 - Program Plan - Long Range Plan	Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement. Long Range Plans included in attachment document.	Mar 02, 2018	jane.trams@yahoo.com
☐	Program Plan	STIP/TIP	9900-2018-12-P3 - Program Plan - STIP_TIP	remanufacture of stations, stops, or vehicles. As a result, the Civil Rights Officer will not review this grant and does not need to provide a Civil Rights Concurrence. Additionally, the recipient's Civil Rights programs are in fundable status	Feb 20, 2018	jane.trams@yahoo.com
☐	Environmental Finding	Class II(c) - Categorical Exclusions (C-List)	Class IIc CE Apprvd NEPA		Feb 16, 2018	jane.trams@yahoo.com
☐	Project Budget	In-Kind Funding	In-KindPrjFunding		Feb 16, 2018	jane.trams@yahoo.com
☐	Project Budget	In-Kind Funding	In-KindPrjFunding		Feb 16, 2018	jane.trams@yahoo.com

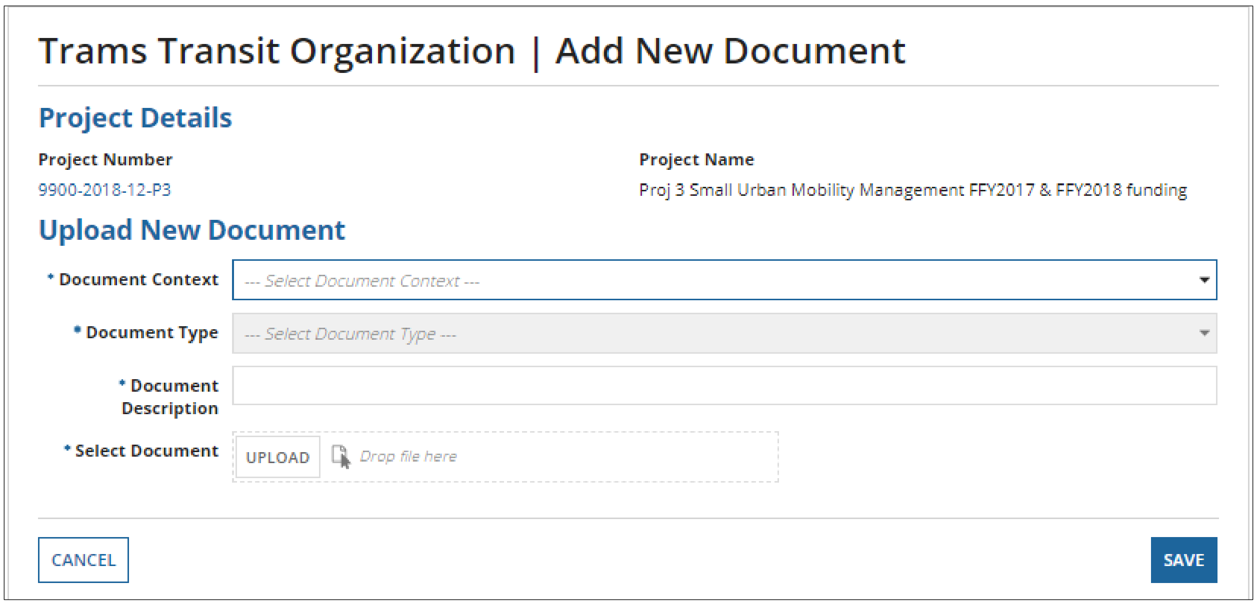
1 - 5 of 5

ADD DOCUMENT | REMOVE DOCUMENT | CLOSE

5) **View Document:** To view a document, click the corresponding 'Document File Name' hyperlink. The file will download to your local file system.



6) **Add Document:** Click the 'Add Document' button to upload a new document to the application. The "Add New Document" form will open. Fill in all required information as described below:

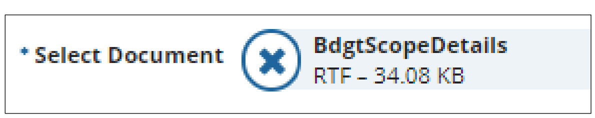


1) **Document Context:** Select a context type ("document category") from the drop-down menu.") from the drop-down menu.

2) **Document Type:** Select a document type from the drop-down menu. The available types depend on the selected context.

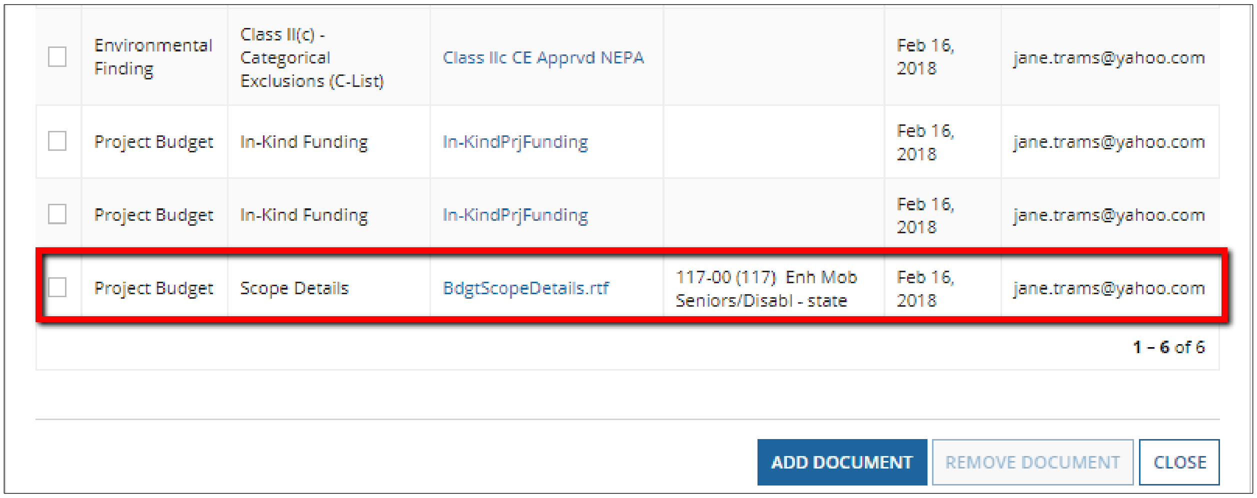
3) **Document Description:** Enter a description for the document.

4) **Select Document:** Click the 'Upload' button and select a file from your local system. You may only upload one file at a time. After uploading a file, hover over the 'page' icon next to the uploaded file and click the 'X' that appears to remove the file as needed.

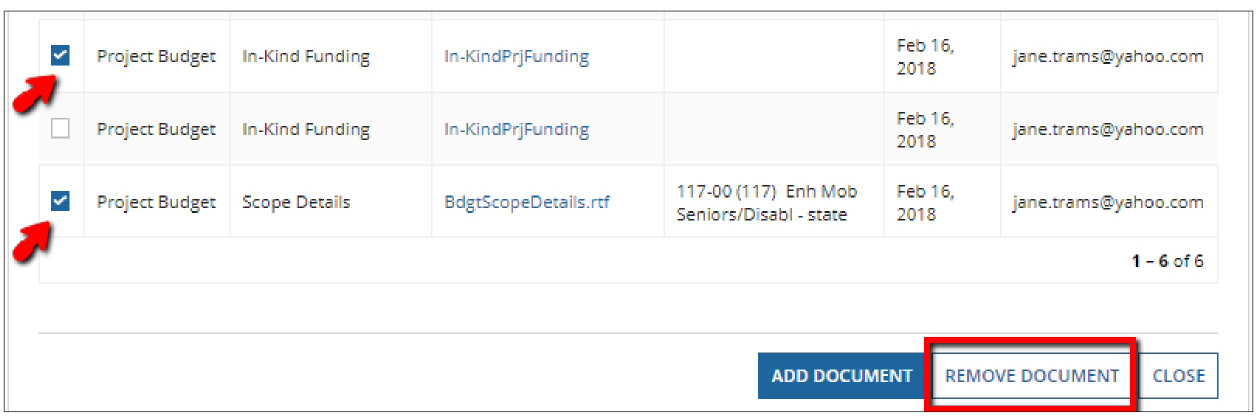


5) Once all details have been entered, click the 'Save' button to save the document.

6) The previous screen will open and you will see the uploaded file in the 'Existing Documents' grid.



8) **Delete Document:** To delete a document, select the checkbox next to the document in the 'Existing Documents' table and click the 'Remove Document' button. More than one document can be deleted at a time.



4.4.3.9 Related Action: Delete Project

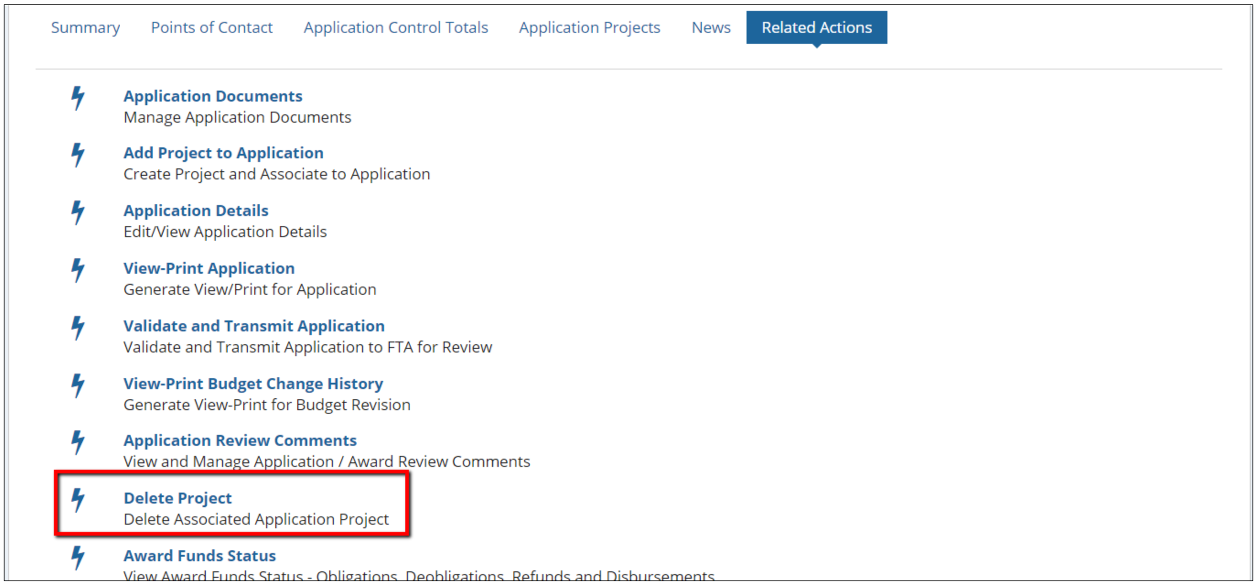
Projects can be deleted from an application by users with a submitter or developer role while the application is in 'In-Progress' status.

To delete one or more projects from an application:

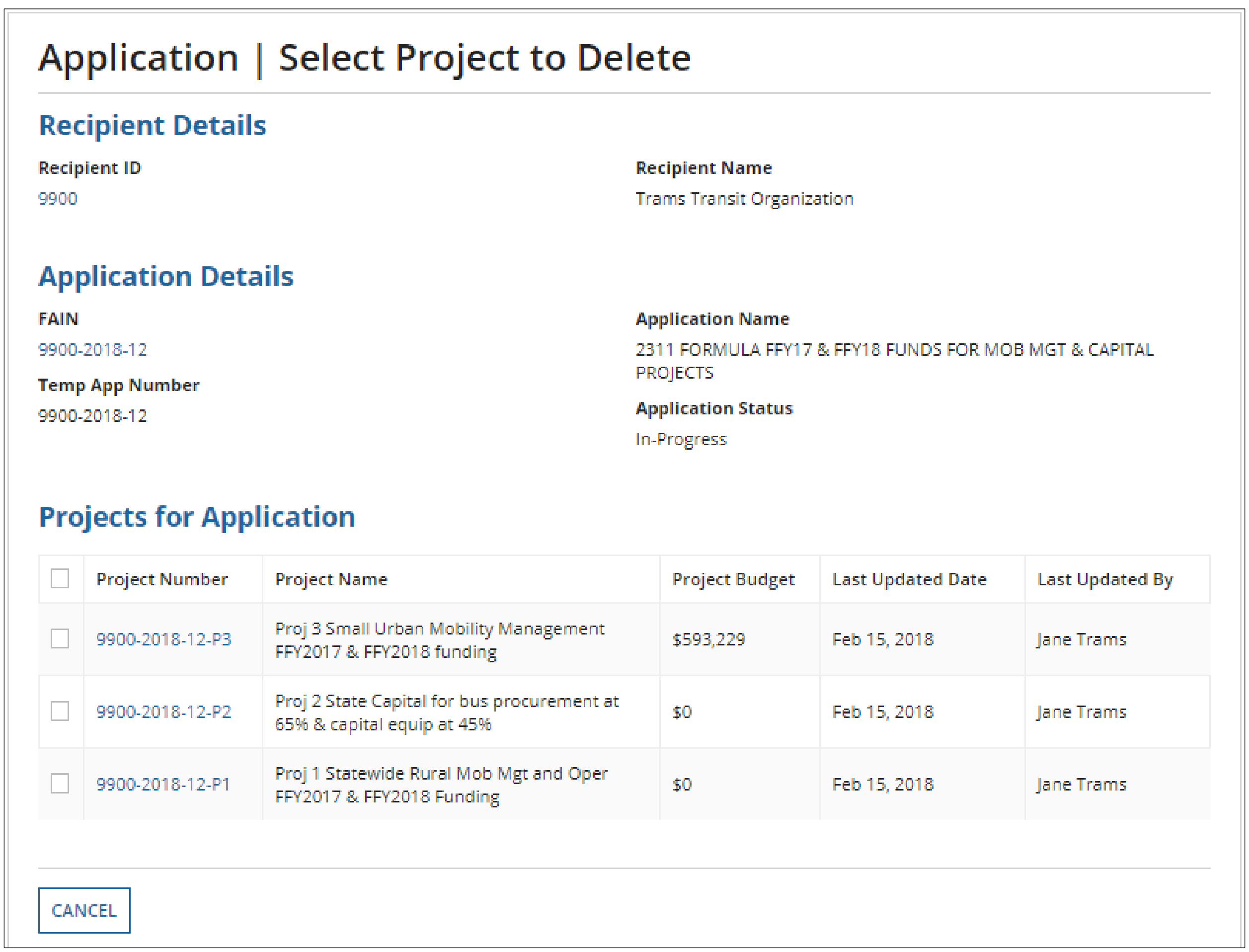
1) Search and open the desired application/award.

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

3) Click the 'Delete Project' related action.



4) The 'Application | Select Project to Delete' form will display.



Application | Select Project to Delete

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Application Details

FAIN
9900-2018-12

Temp App Number
9900-2018-12

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

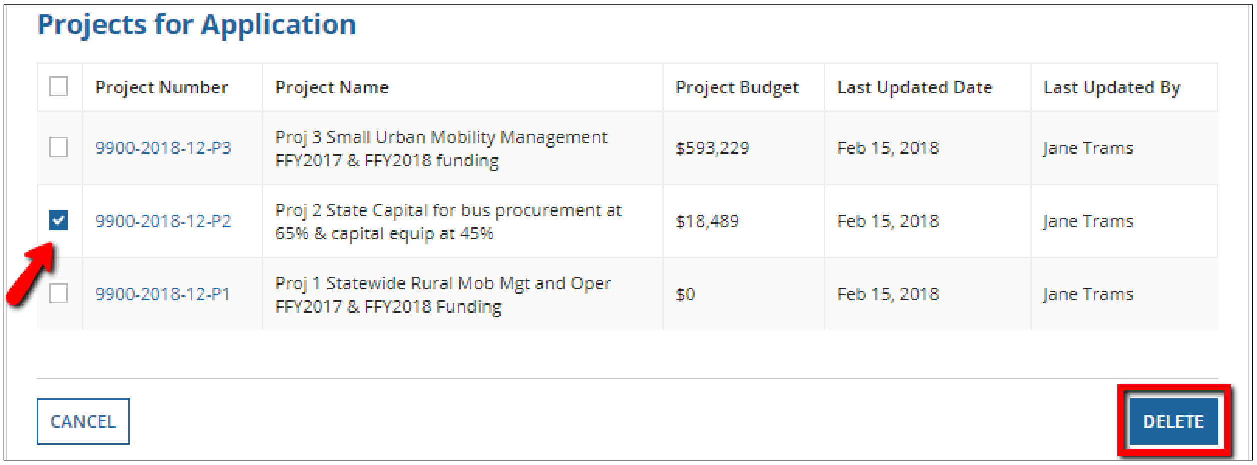
Application Status
In-Progress

Projects for Application

☐	Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
☐	9900-2018-12-P3	Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding	$593,229	Feb 15, 2018	Jane Trams
☐	9900-2018-12-P2	Proj 2 State Capital for bus procurement at 65% & capital equip at 45%	$0	Feb 15, 2018	Jane Trams
☐	9900-2018-12-P1	Proj 1 Statewide Rural Mob Mgt and Oper FFY2017 & FFY2018 Funding	$0	Feb 15, 2018	Jane Trams

CANCEL

5) Select the check box for a project you wish to delete from the application and then click the 'Delete' button which appears. You may only select one project at a time.

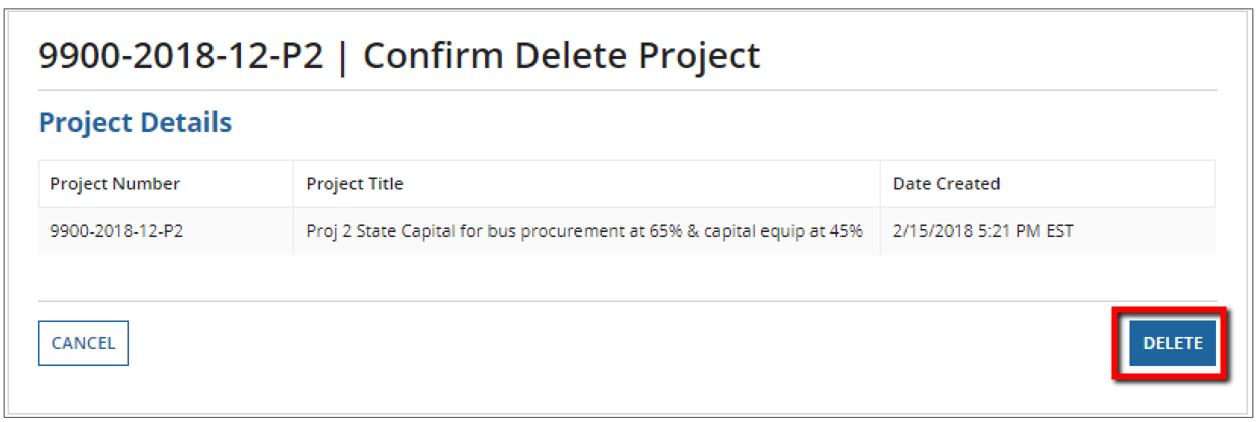


Projects for Application

	Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
☐	9900-2018-12-P3	Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding	$593,229	Feb 15, 2018	Jane Trams
☑	9900-2018-12-P2	Proj 2 State Capital for bus procurement at 65% & capital equip at 45%	$18,489	Feb 15, 2018	Jane Trams
☐	9900-2018-12-P1	Proj 1 Statewide Rural Mob Mgt and Oper FFY2017 & FFY2018 Funding	$0	Feb 15, 2018	Jane Trams

CANCEL DELETE

6) The '[Application ID] | Confirm Delete Project' form will display. Click the 'Delete' button to confirm project deletion or click 'Cancel' to return to the application 'Related Actions' menu without deleting the project.



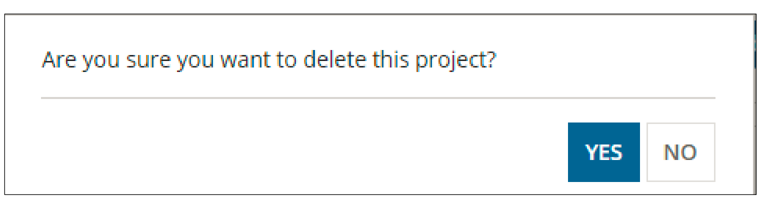
9900-2018-12-P2 | Confirm Delete Project

Project Details

Project Number	Project Title	Date Created
9900-2018-12-P2	Proj 2 State Capital for bus procurement at 65% & capital equip at 45%	2/15/2018 5:21 PM EST

CANCEL DELETE

7) Click the 'Yes' button on the additional prompt message, 'Are you sure you want to delete this project?' to confirm the deletion. WARNING: Deleted projects are not recoverable.



Are you sure you want to delete this project?

YES NO

8) The 'Project | Deleted' success message will display with the following confirmation message: '[Project ID] has been successfully deleted'. Click the 'Close' button to return to the 'Related Actions' menu.

4.4.4 Related Action: Validate and Transmit Application

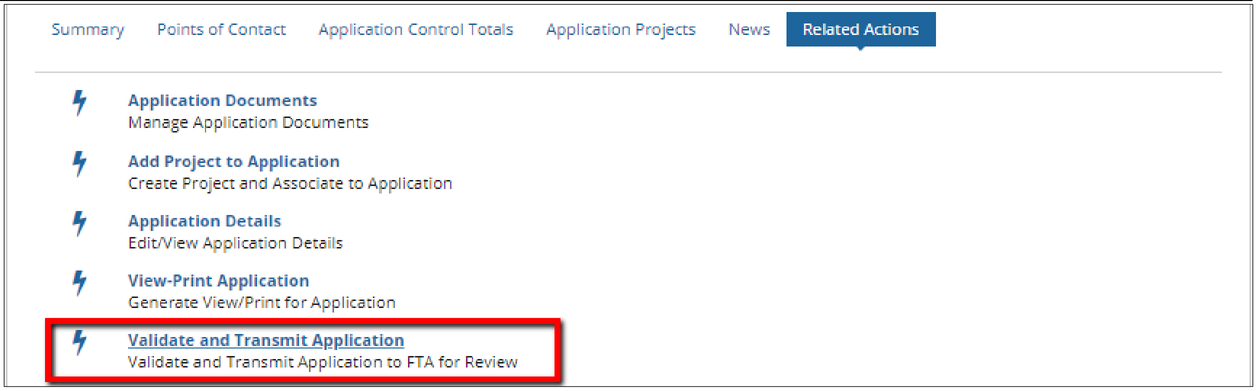
Once all projects for an application have been completed and have been successfully validated you will be ready to send the application to the FTA for their initial review to take place. You will need to return to the 'Related Actions' associated with the application. Both users with the Submitter and Developer roles can transmit an application to FTA.

To validate and transmit an application:

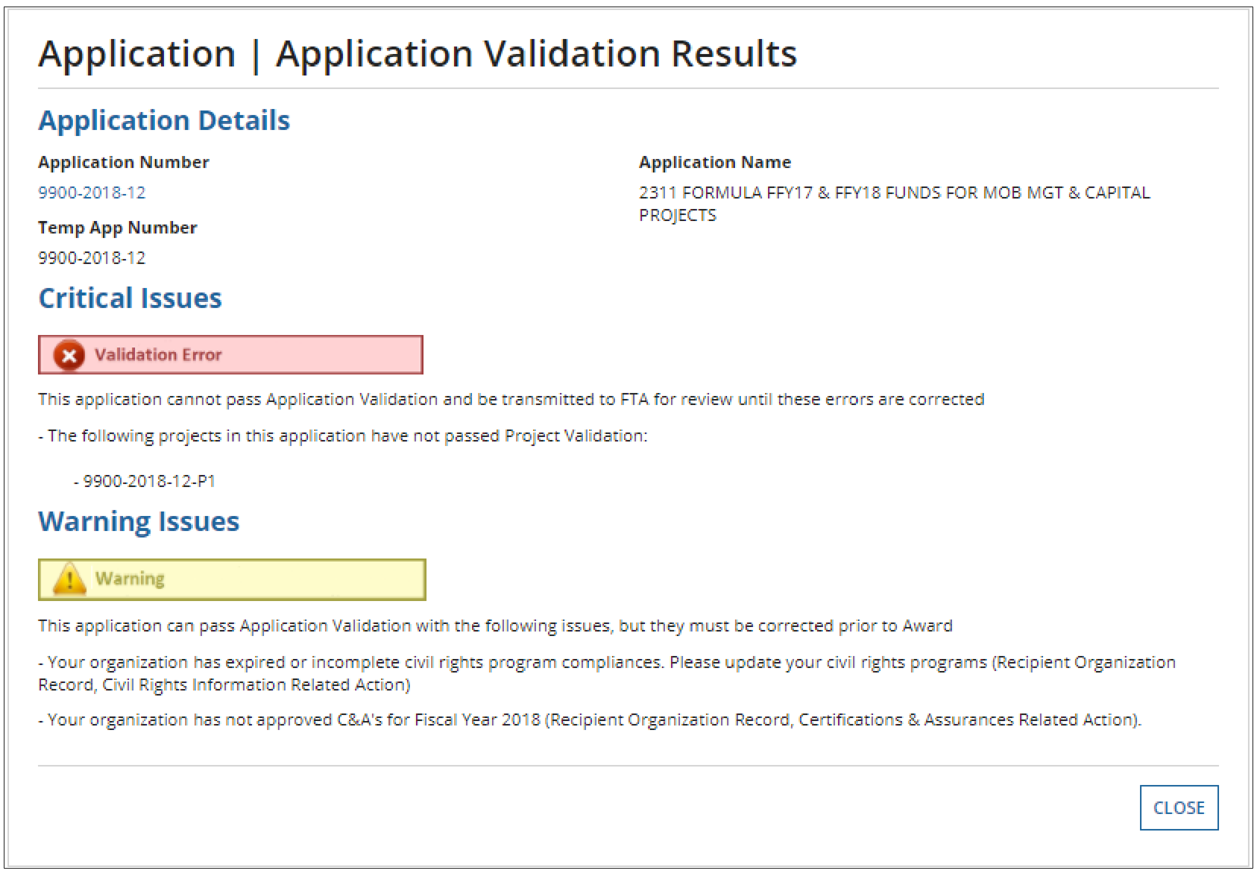
1) Search and open the desired application/award.

2) Click the 'Related Actions' link from the navigation bar. A list of available related actions will show. *If in a project, go to the 'Summary' page and click on the FAIN hyperlink to return to the Application 'Summary'.*

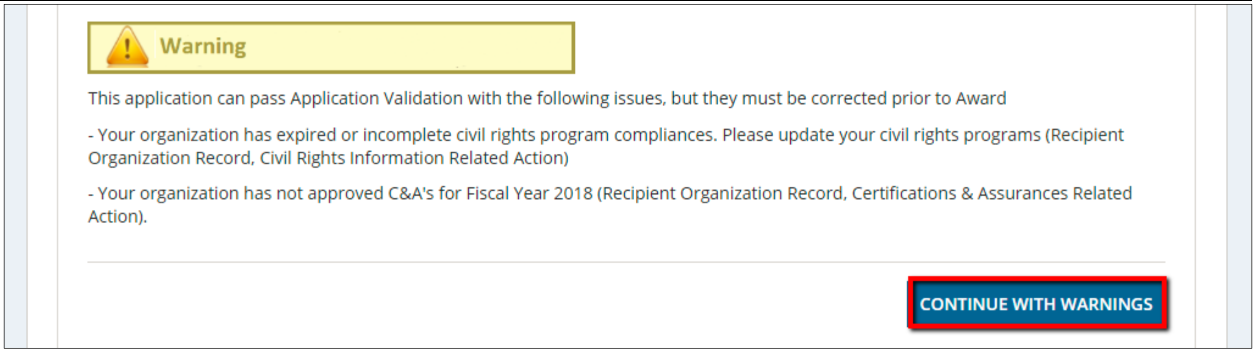
3) Click the 'Validate and Transmit Application to FTA' related action.



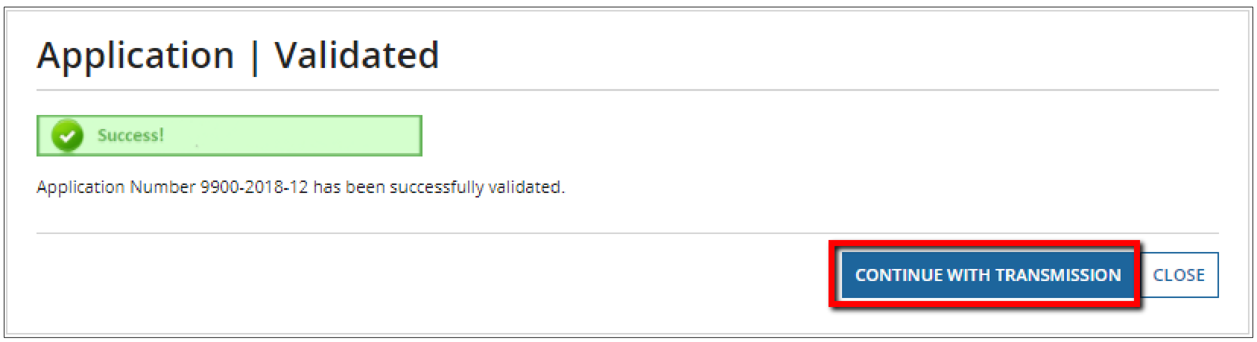
4) The system will display a form with validation results. The results may contain Critical Issues and Warning Issues. You must resolve any critical issues to proceed with validation and transmit. Potential critical errors include, but are not limited to, missing application details and missing projects. Potential warnings include, but are not limited to, expired Civil Rights programs.



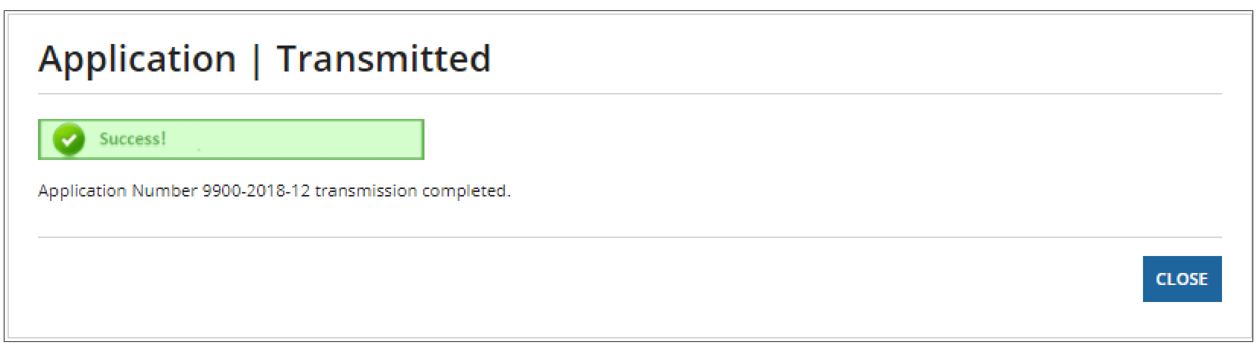
5) Warnings only are displayed, they can be disregarded by clicking the 'Continue with Warnings' button.



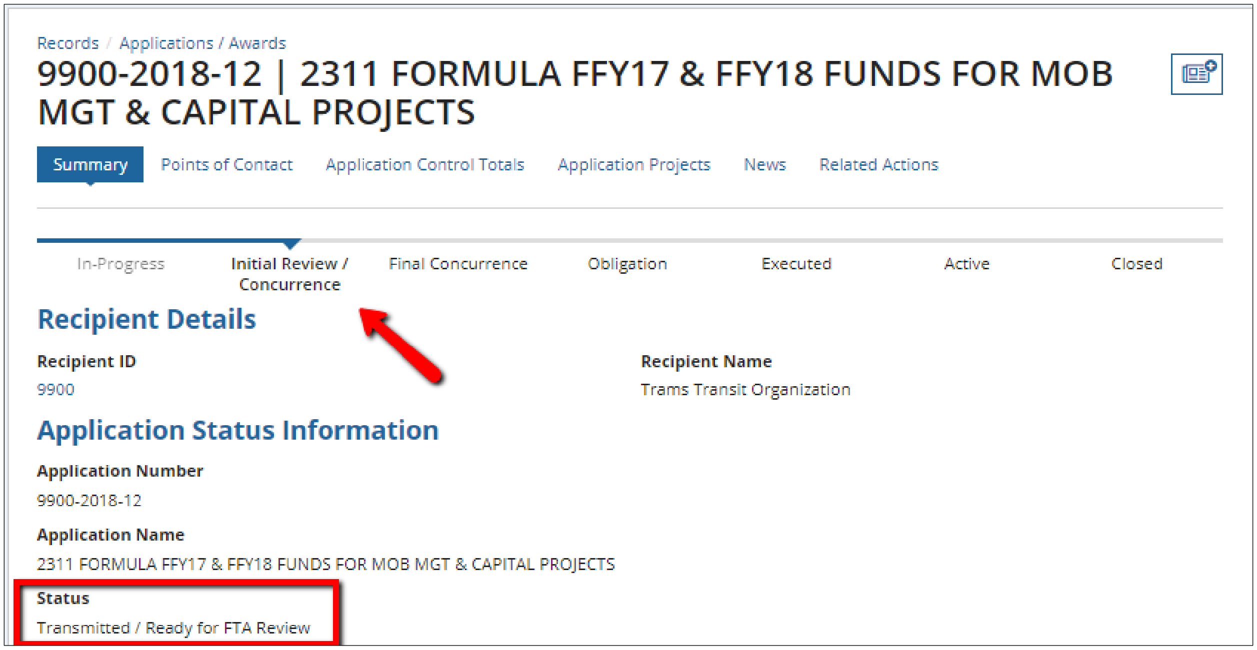
6) Once all critical errors have been corrected, revalidate the application. The 'Application | Validated' screen will display. To proceed with submission, click the **'**Continue with Transmission' button. If you are not ready to transmit to FTA for initial review, click the 'Close' button to return to the 'Related Actions' menu without transmitting.



7) The 'Application | Transmitted' success screen will display. Click the 'Close' button to return to the 'Related Actions' menu.



8) The 'Summary' page will update to show the new application status. The status bar will be set to 'Initial Review / Concurrence' and the application's status field will have changed from 'In-Progress' to 'Transmitted/Ready for FTA Review'.



4.4.5 Validate and Retransmit Application to FTA

If deficiencies are identified in the application by any FTA reviewers, the application will be returned to the recipient for updates. An email will be sent to the recipient's Point of Contact indicating that the application has been returned. The status of the application will return to the 'In-Progress' status or to 'In-Progress / Returned to the Grantee' when returned following FAIN assignment.

The recipient may then:

- View and respond to FTA comments from the Application Related Actions menu 'Application Review Comments'. See application related action Application Review Comments.
- Have users with the Submitter or Developers roles edit the application.
  - All actions available and editable during drafting of the application will be available.
  - Changes made to projects will require project validation prior to resubmission.
  - After correcting the application deficiencies, retransmit the application using the 'Validate and Transmit Application to FTA' related action.
- WARNING: Changes to existing ALI(s) will not be permitted once the FAIN has been generated. Projects within the application can no longer be deleted once the FAIN is assigned (In-Progress/Returned to Grantee).

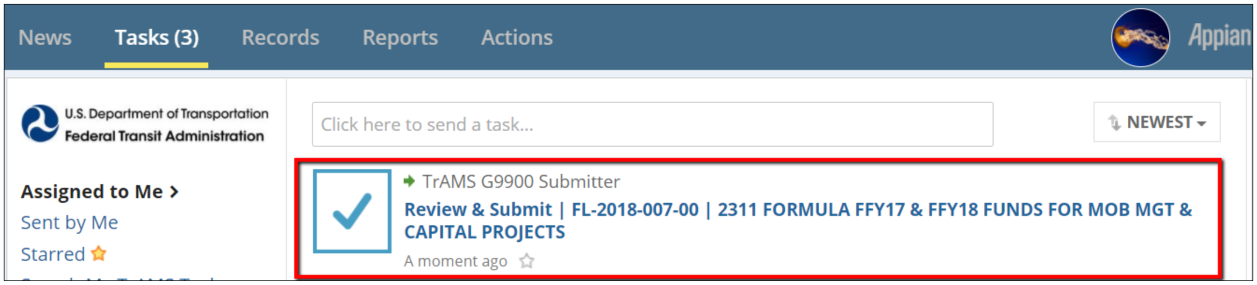
4.4.6 Submit Application to FTA

After the FTA has completed their initial review of the application and has assigned a FAIN to the application, FTA will return the application to the recipient for formal submission. A 'Task' will be assigned to users in the recipient organization with the Submitter role group. All Submitters will receive an email notice indicating that a task has been assigned.

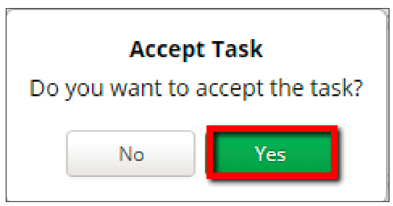
To complete the submit task:

1) Click the ‘Tasks’ tab to view a list of tasks for the logged-in user.

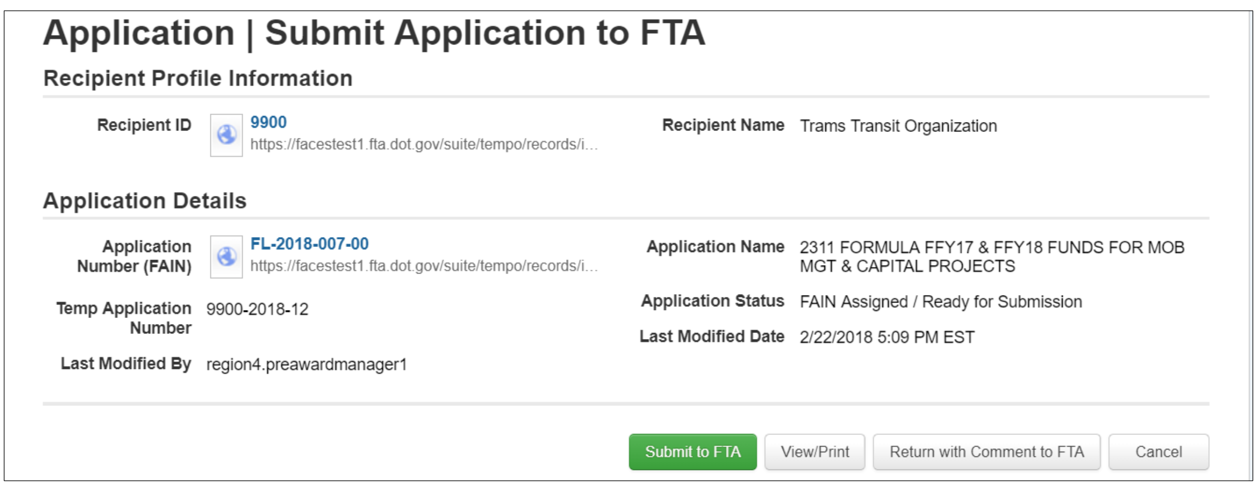
2) Select the ‘Review & Submit’ task for the application.



3) The system will prompt you to accept the task. Click ‘Yes’ to accept the task within the ‘Do you want to accept the task?’ prompt. Clicking the ‘No’ button will return the task to the group and make the task available to any other users in your recipient organization with the Submitter role. Selecting ‘No’ will not reissue a notification email to the group.



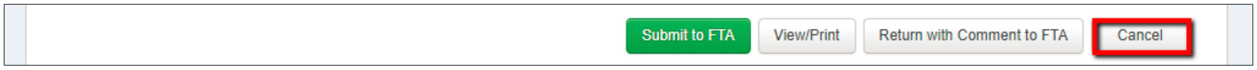
4) The ‘Application | Submit Application to FTA’ form will open.



From this screen, the Submitter can:

- Cancel to return the task for later action.
- Submit the application to FTA
- Review the application prior to submission
- Provide comments to FTA without submitting the task

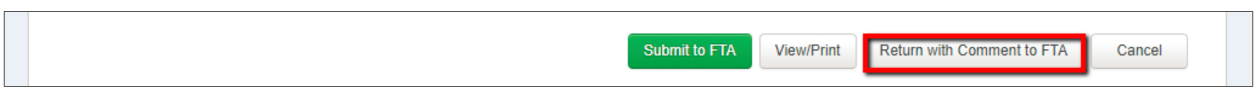
5) **Cancel:** Click the 'Cancel' button to return the task to the group and make the task available to any other users in your recipient organization with the Submitter role. A notification email is also sent out to the group when selecting the 'Cancel' button.



6) **View/Print:** To review the Application prior to submission, click the 'View/Print' button.

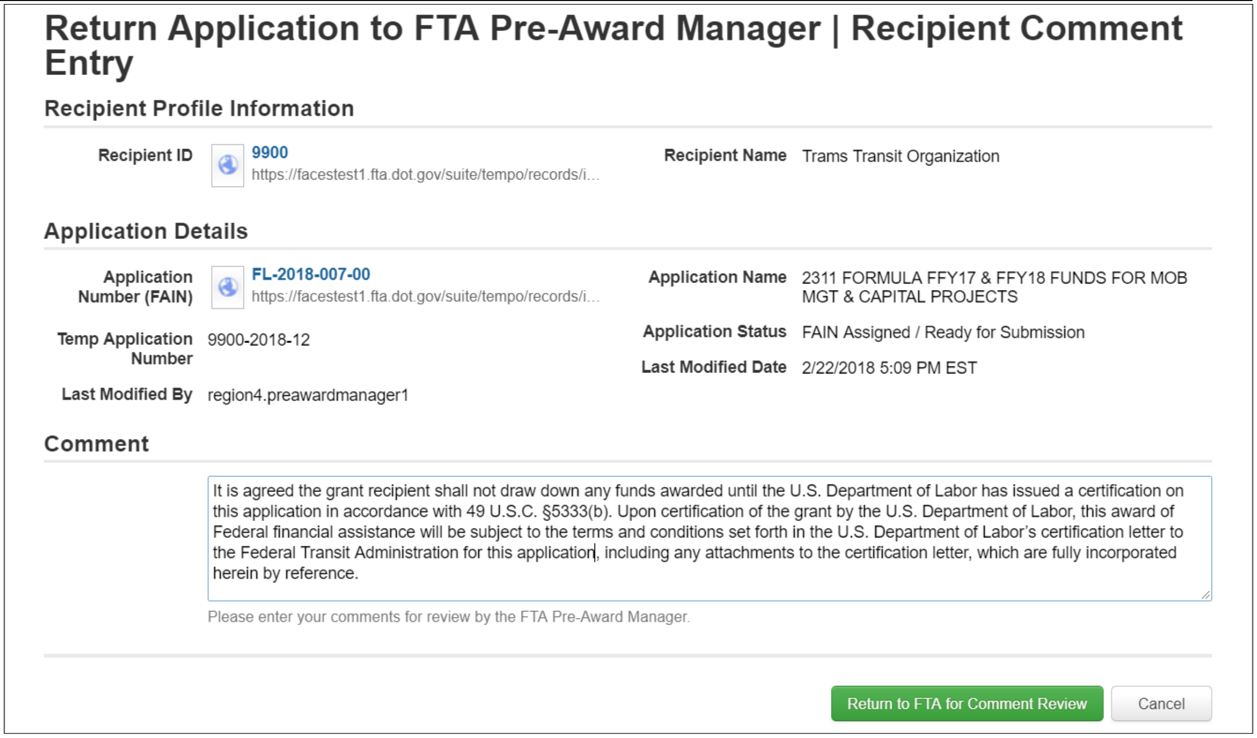
7) The 'View/Print' Application' form will display. Click on the 'View Print Application – [Application Number]' to view the application. The application will display when the 'View Print Application' link is clicked. WARNING: You must click 'Close' on the View Print screen to return to the submission task. ***If you fail to click 'Close', you will have to wait 1 hour for the View-Print form to time-out and for the Submit task to be returned***

8) **Return with Comment to FTA**: This option should be used if the application wants to make additional changes; FTA must return the application. Select the optiopn 'Return with Comment to FTA'.



9) The 'Return Application to FTA Pre-Award Manager | Recipient Comment Entry' form will display. Enter your comment in the 'Comment' field and click 'Return to FTA for Comment Review'.

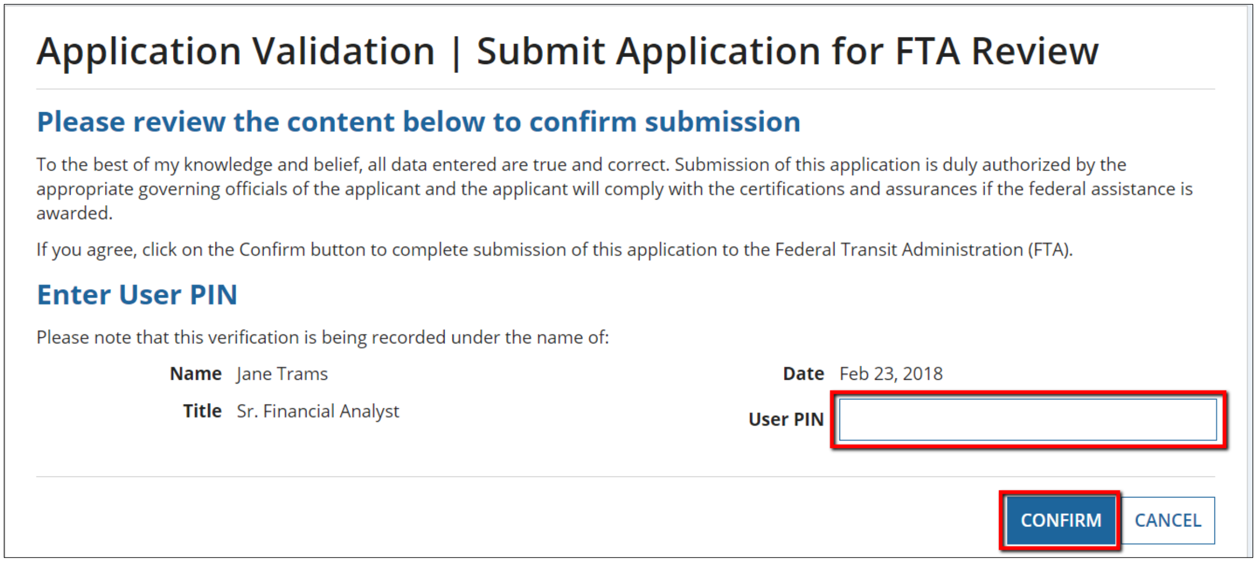
10) Click the Cancel Button to return to the prior screen.



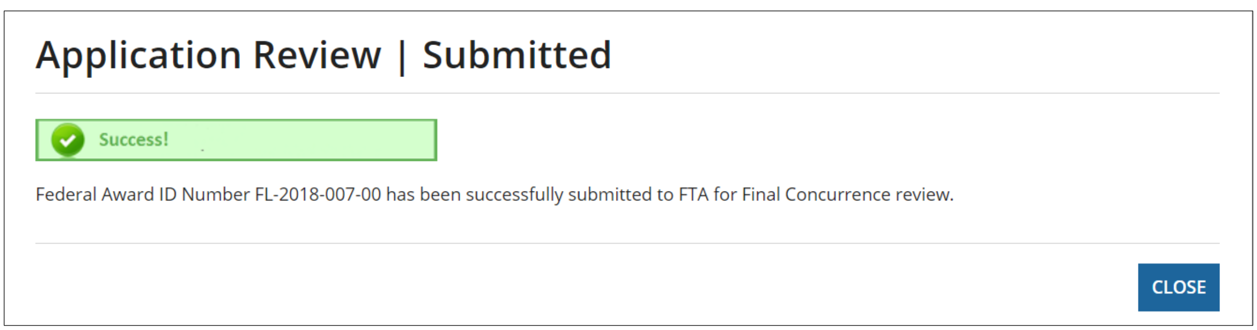
11) Click the 'Close' button to return the application to the 'Tasks' tab, and submit the application at a later time. The system will display a confirmation message that the task has been returned. If the task does not immediately reappear in the 'Task' tab, click the tab again to refresh the list.

12) **Submit to FTA:** To submit the application, click the 'Submit to FTA' button.

13) The 'Application Validation | Submit Application for FTA Review' Screen will be shown. Enter your 4-digit PIN in the 'User PIN' field and click the 'Confirm' button. Refer to the 'Required PIN Resets' page if you do not know your PIN number. 'Cancel' to return the submission task to the 'Task' tab.



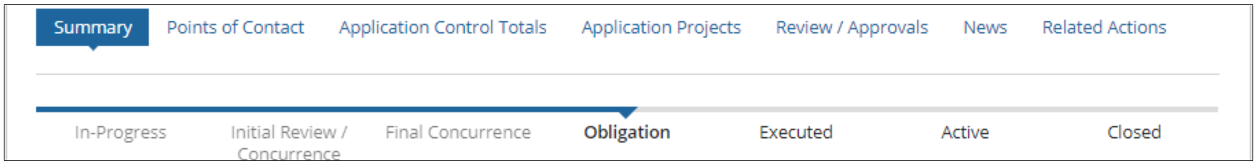
14) Once the application is submitted, the following message will display: 'Federal Award Number has been successfully submitted to the FTA for Final Concurrence review'.



15) Click the 'Close' button. The system returns you to the 'Tasks' tab and the review link will now be removed from the task list.

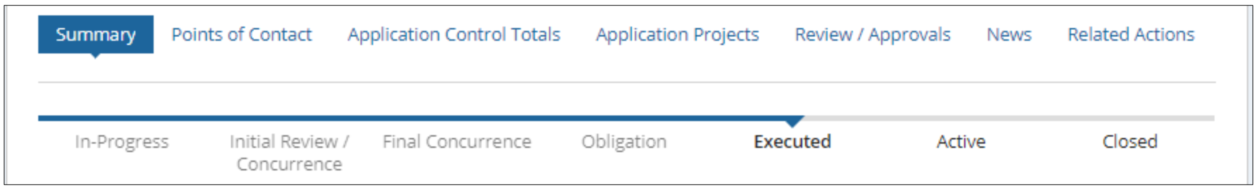
4.4.7 Obligation

The application reaches the Obligation phase once the Legal Concurrence is logged. The Progress Bar will reflect the image shown below. To access the Progress Bar, navigate to the Summary Dashboard on the Records tab.



4.4.8 Execute the Award

Once the application is obligated / awarded, the progress bar is updated on the summary dashboard to reflect that it is in the 'Executed' phase, as shown in the image below.



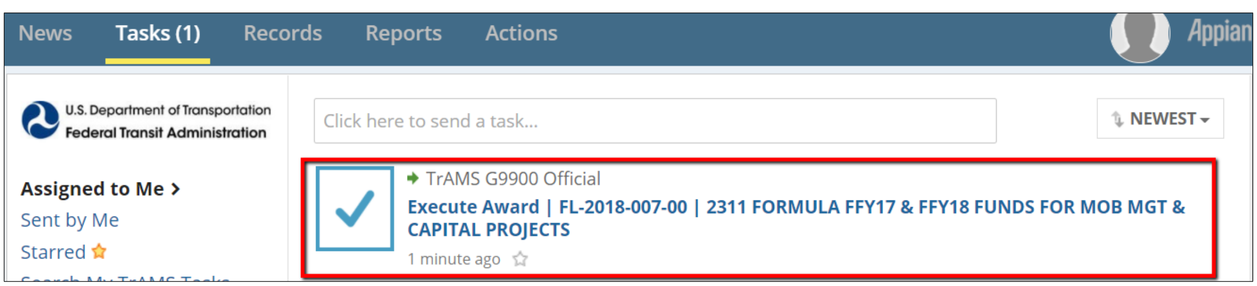
When the application is created, the recipient has the option to identify whether the application uses Pre-award Authority or not. If the recipient chooses the 'Yes' option, this indicates that the application uses Pre-award Authority and the next step after obligating / awarding the application will be for the Recipient's FFR reporter to complete the initial FFR. For steps on completing the initial FFR, see the Initial FFR section of the appendix. Once the initial FFR is completed, the Recipient's Official user can execute the award.

After FTA has completed their reviews of the application, the Initial FFR is completed (if applicable), and the funds have been obligated, a 'Task' will be assigned to users with the Official role to execute the award. All users with the Official role in the recipient organization will receive an email notice indicating that a task has been assigned.

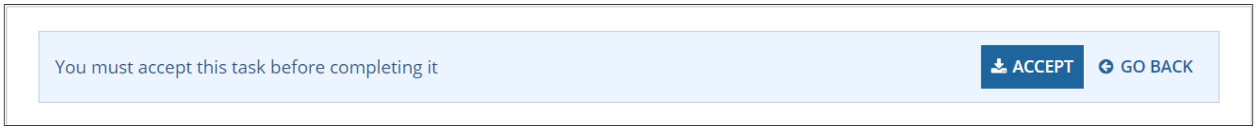
To complete the execute award task:

1) Click the 'Tasks' tab to view a list of tasks for the logged-in user.

2) Select the 'Execute Award for Federal ID Number [FAIN]' task.

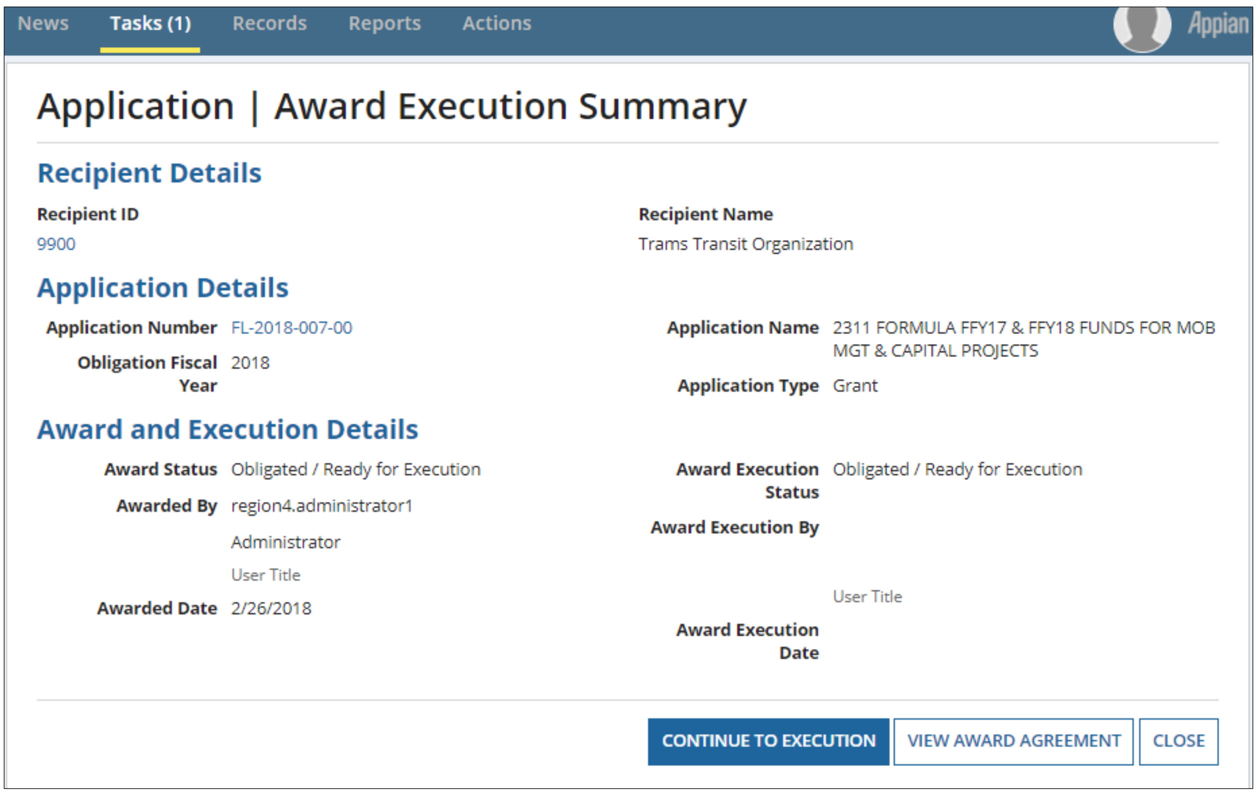


3) The system will prompt you to accept the task at the top of the Award Execution Summary form. Click 'Accept' to accept the task within the 'You must accept this task before completing it' prompt. Clicking the 'No' button will return the task to the group and make the task available to any other users in your recipient organization with the Official role.

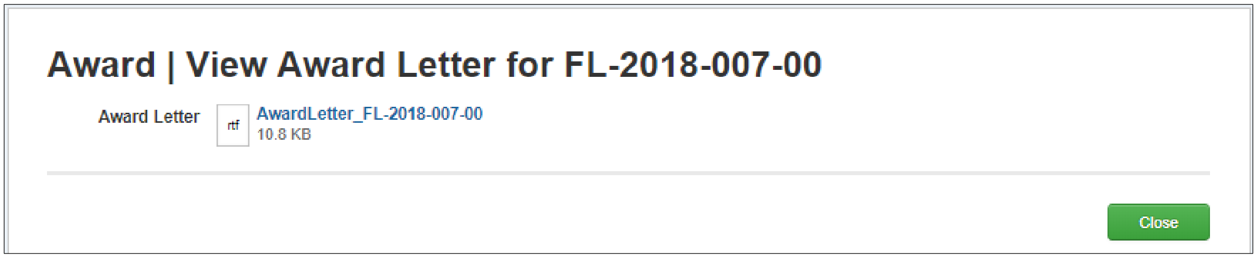


4) After accepting the 'Execute Award' task you will be able to:

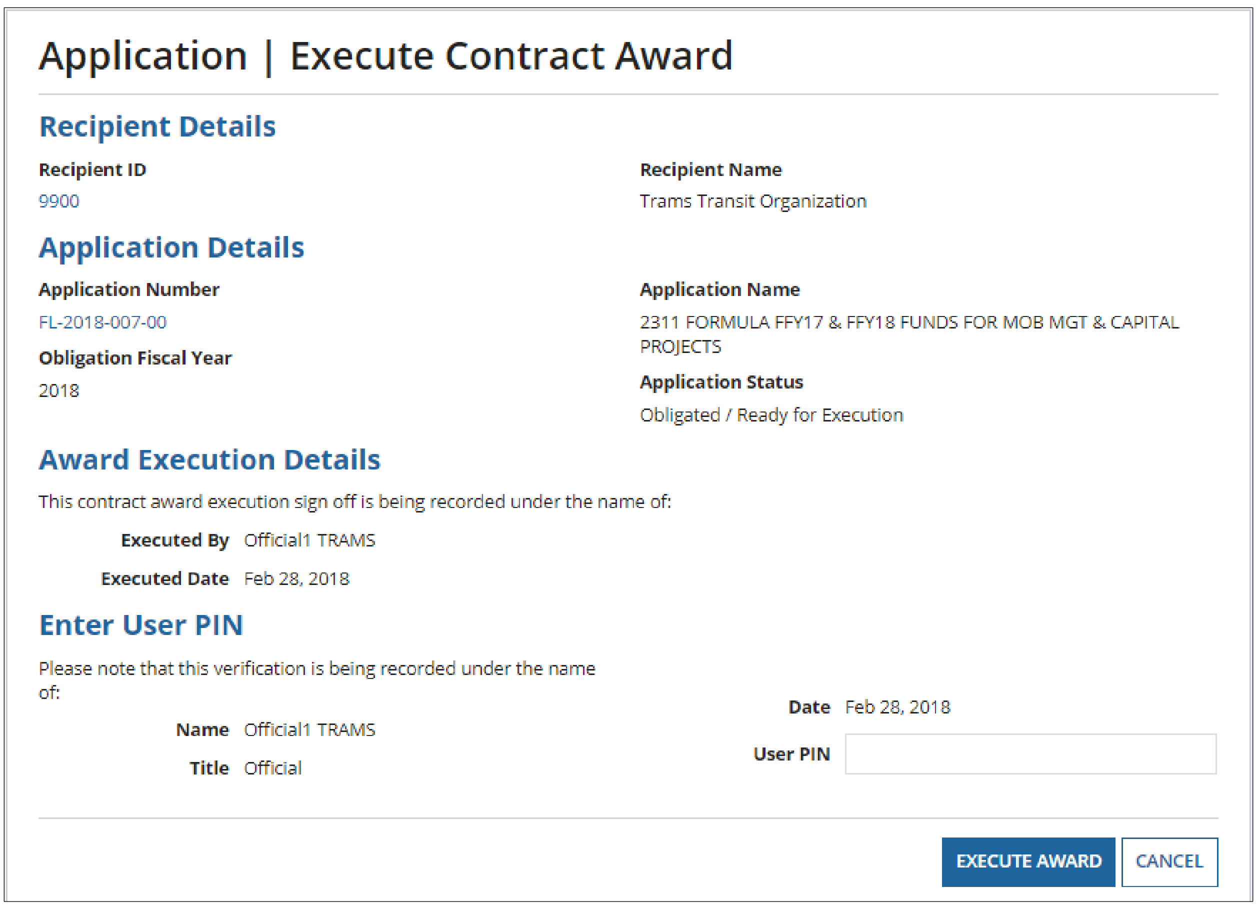
   1) View the Award Letter prior to executing
   2) Execute the Award
   3) Close the task to return it to the queue



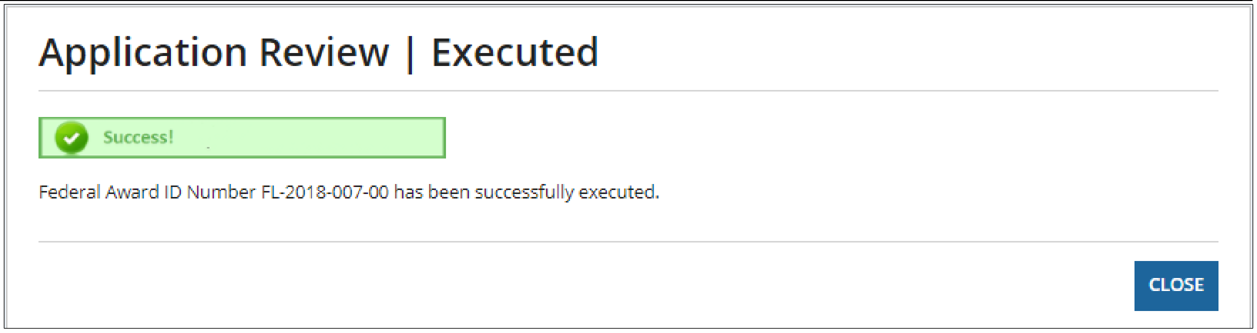
5) To View the Award Agreement select the 'View Award Agreement' button. The 'Award | View Award Letter for [FAIN]' screen will display. Click on the 'Award_Letter_FAIN' hyperlink to open and view the award information. WARNING: Be sure to click the 'Close' button on the View-Print form to be returned to the Execute Award task. Otherwise, you will have to wait 1 hour for the View-Print form to time-out and for the Execute Award task to be returned to you.



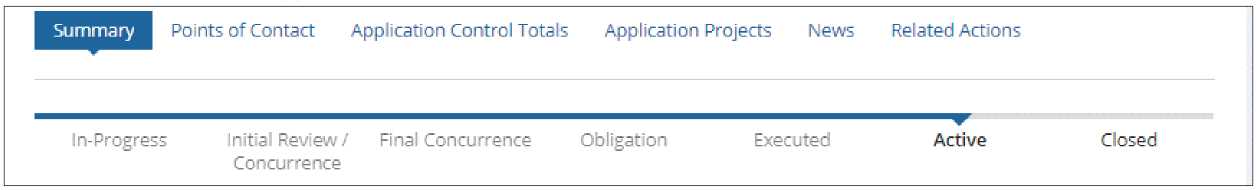
6) Click the ‘Continue to Execute’ button to execute the award. The ‘Application | Execute Contract Award’ screen will display. Provide your PIN number in the ‘User PIN’ field and click the ‘Execute Award’ button to complete the award execution. The award status will change to ‘Active (Executed)’ once this step has been successfully completed.



Once the proper PIN is entered and the ‘Execute Award’ button is clicked, the following success screen will display.



Now that the award was successfully executed, the Progress Bar is updated to reflect that the application is now in the 'Active' phase. To access the Progress Bar, navigate to the Summary Dashboard within the application record.



7) Click the 'Close' button on the 'Application | Award Execution Summary' screen or the 'Cancel' button from the 'Application | Execute Contract Award' page to return the task and execute at a later date.

4.5 Search for Applications/Awards

Users can seach two (2) ways for an application or award in TrAMS:

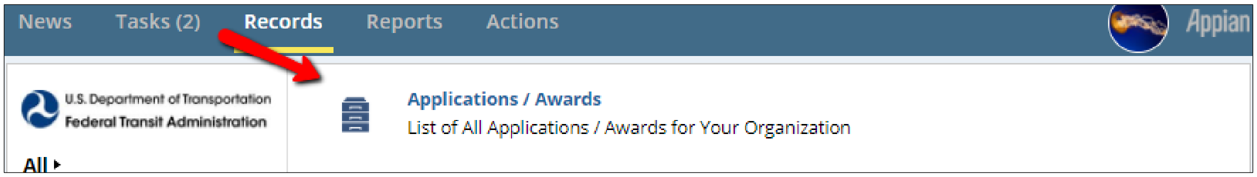
1) Use the 'Records' tab
2) Use the 'Actions' tab.

You can use the 'Projects' link on the 'Records' tab to search for application projects independent of the application record. This primarily applies to new TrAMS applications. See Section 7.6 Searching for Projects for more details.

4.5.1 Record Tab: Applications/Awards

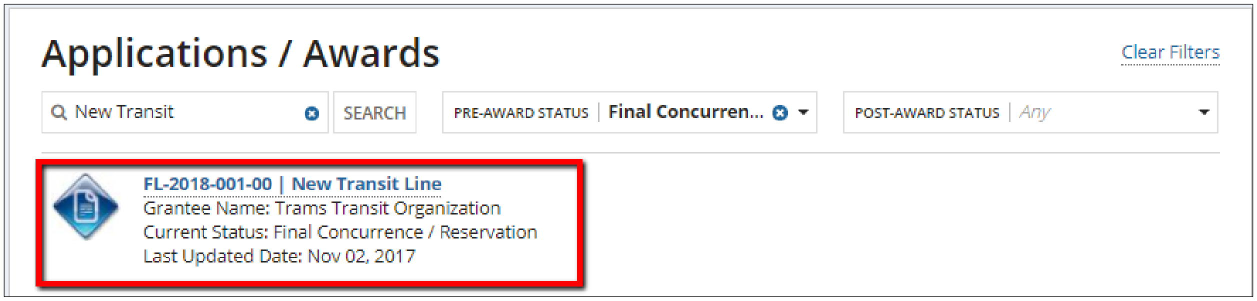
To search for an application or award from the Records tab:

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



2) A list of applications and awards will appear. FTA users can see all TrAMS applications and awards. Grantee users can only see the applications and awards for their organizations.

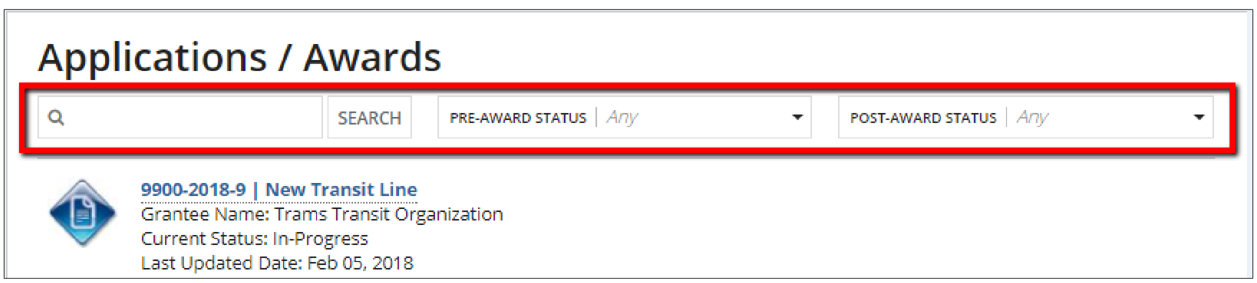
3) Each application record name is a hyperlink to the application record. As shown in the sample application record link below, application record links have a standard format: "application/award ID" | "the application/award title."



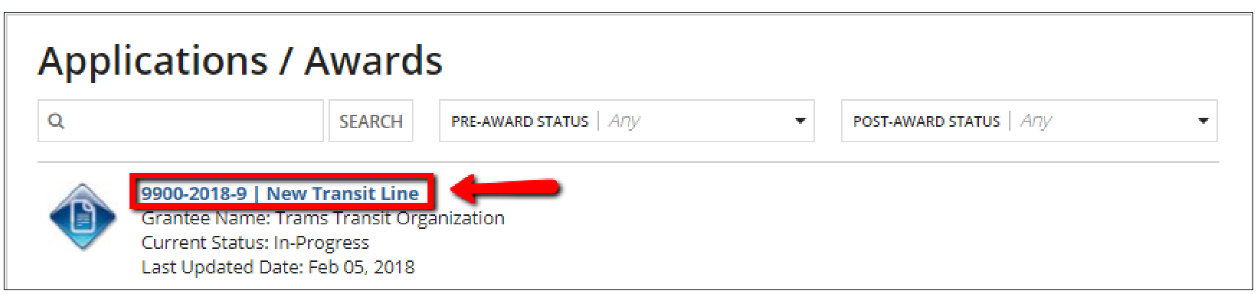
Beneath the application link are three additional pieces of information: the grantee name, the current application status, and date the application was last updated.

The 'Last Updated Date' is changed to the current date anytime a user saves, updates, deletes or completes an action that changes the status of the application.

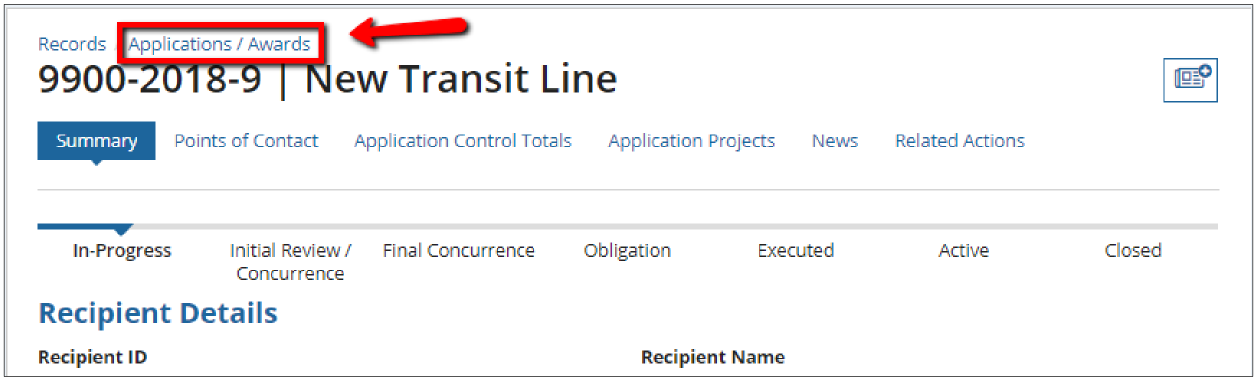
4) Search criteria can be used to filter or narrow down the list of applications (at top of the page). Filters include pre-award status and post-award status. These filters are drop-down boxes. You can also enter text into the 'SEARCH' box to filter the list to applications that match all or part of the text in the application name hyperlink. The search ignores capitalization ("bus" will return anything with "BUS", "Bus", or "bus" in the title). If you use the application FAIN, you must include the dashes.



5) To view a specific application, click the application hyperlink to go directly to the application record.



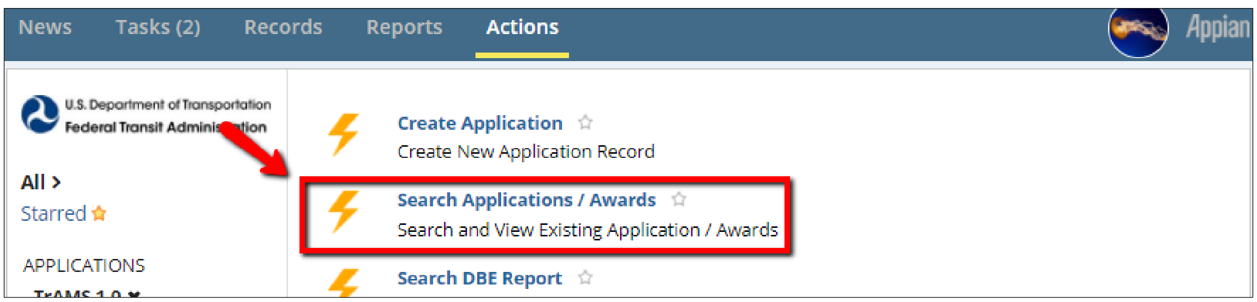
6) The ‘Applications/Awards Summary page will display. To return to the application list, click the ‘Application /Award’ hyperlink on the top of the page.



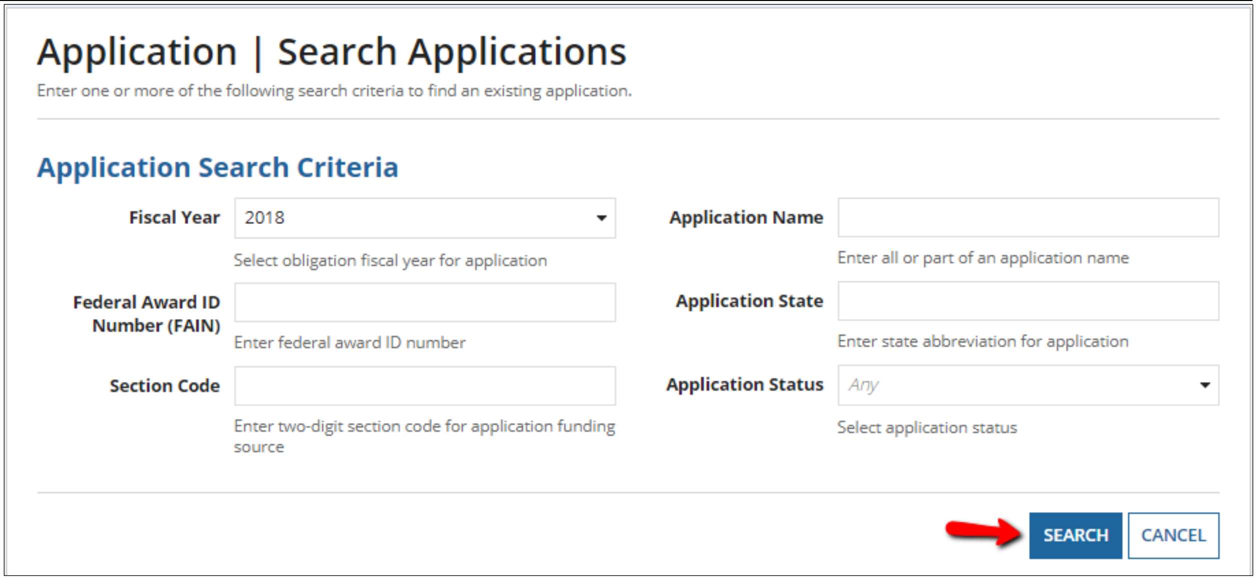
4.5.2 Action Tab: Search Application/Awards

To search from the ‘Actions’ tab:

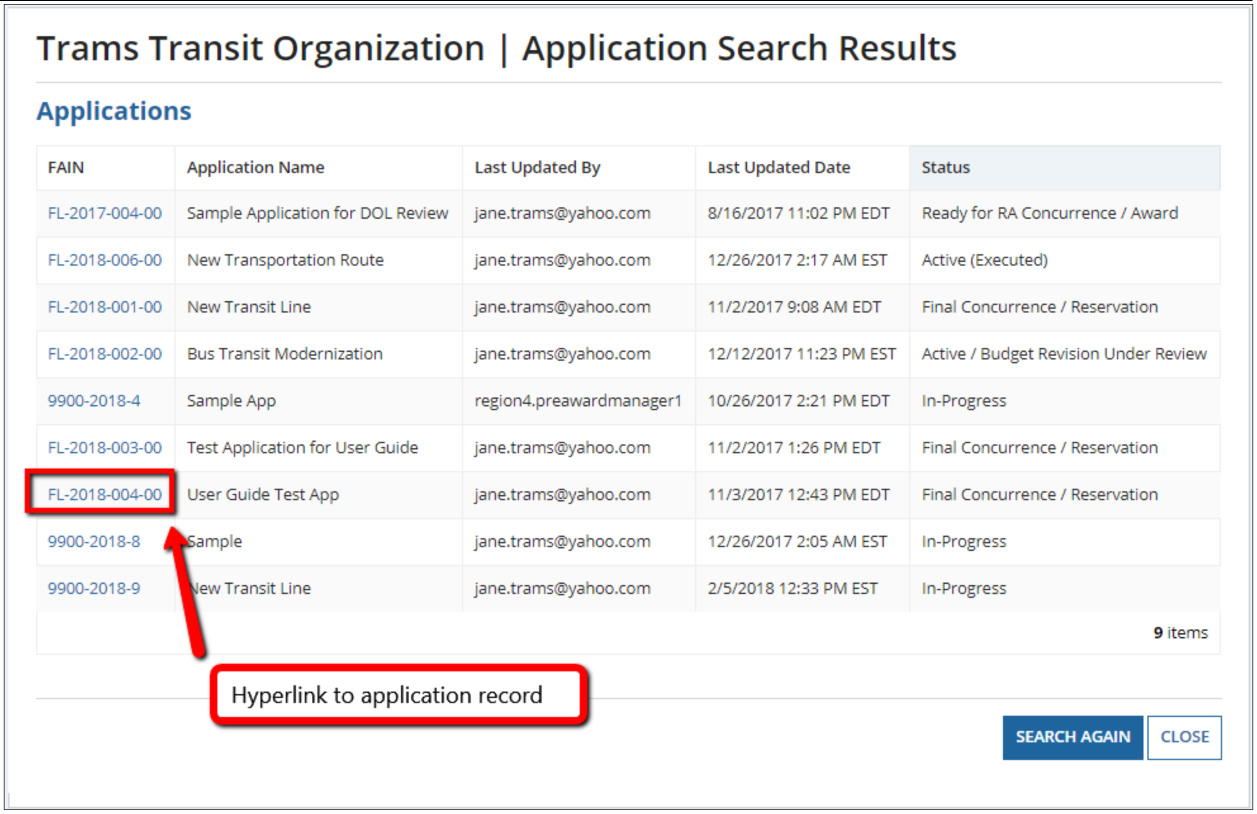
1) Go to the ‘Actions’ tab and click the ‘Search Applications / Awards’ action link.



2) The ‘Application | Search Applications’ form will display. The first view is of a user associated with one recipient organization, the second view is for a user associated with multiple recipient orgnaizations. The latter has the opportunity to further filter information by a specific recipient organization name or ID number.



3) Enter any (or no) combination of search criteria in the provided fields and click the 'SEARCH' button. Search results are restricted to applications and awards for the user's recipient organizations. Search criteria is not required. If no search criteria is entered, all applications and awards for the recipient organization(s) will be returned.
4) The search criteria options are:
   a) **Recipient ID/Name:** This is applicable only for users with more than one organization. Recipient ID is the 4 digit number. Recipient Name is a text field that allows the user to enter all or part of a recipient organizations name. The user must already belong to the organization that is entered in the text field.
   b) **Fiscal Year:** A drop-down menu containing fiscal years.
   c) **Federal Award ID Number (FAIN):** Enter a complete or partial application number. Enter the first part of an application number to return all applications beginning with the number. Dashes are required.
   d) **Section Code:** Enter a two-digit section code for the application or award's funding source.
   e) **Application Name:** Enter the full or partial name of the application.
   f) **Application State:** Enter the state abbreviation for the application.
   g) **Application Status:** Select an application status from the drop-down menu.
5) When the search is complete, the 'Application Search Results' form will open, containing a table of awards and applications that meet the search criteria. Each FAIN is a hyperlink to the returned application record. Click on a FAIN to go to the selected application record. Click the 'SEARCH AGAIN' button to return to the previous screen and enter new search criteria.



Trams Transit Organization | Application Search Results

Applications

FAIN	Application Name	Last Updated By	Last Updated Date	Status
FL-2017-004-00	Sample Application for DOL Review	jane.trams@yahoo.com	8/16/2017 11:02 PM EDT	Ready for RA Concurrence / Award
FL-2018-006-00	New Transportation Route	jane.trams@yahoo.com	12/26/2017 2:17 AM EST	Active (Executed)
FL-2018-001-00	New Transit Line	jane.trams@yahoo.com	11/2/2017 9:08 AM EDT	Final Concurrence / Reservation
FL-2018-002-00	Bus Transit Modernization	jane.trams@yahoo.com	12/12/2017 11:23 PM EST	Active / Budget Revision Under Review
9900-2018-4	Sample App	region4.preawardmanager1	10/26/2017 2:21 PM EDT	In-Progress
FL-2018-003-00	Test Application for User Guide	jane.trams@yahoo.com	11/2/2017 1:26 PM EDT	Final Concurrence / Reservation
FL-2018-004-00	User Guide Test App	jane.trams@yahoo.com	11/3/2017 12:43 PM EDT	Final Concurrence / Reservation
9900-2018-8	Sample	jane.trams@yahoo.com	12/26/2017 2:05 AM EST	In-Progress
9900-2018-9	New Transit Line	jane.trams@yahoo.com	2/5/2018 12:33 PM EST	In-Progress

9 items

Hyperlink to application record

SEARCH AGAIN CLOSE

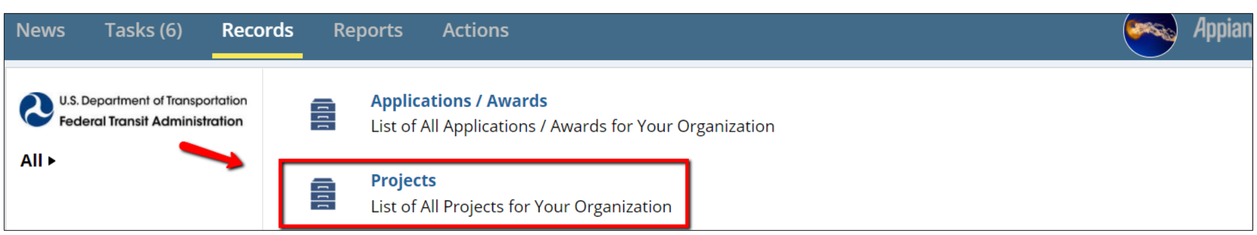
4.6 Searching for Projects

Projects divide an application into smaller pieces. Each application must have at least one project. Sound project naming conventions will help with seach functions later.

Application and award project records can be found from an application record (see Section 7.2.4 Application Projects) or searched for directly from the 'Records' tab.

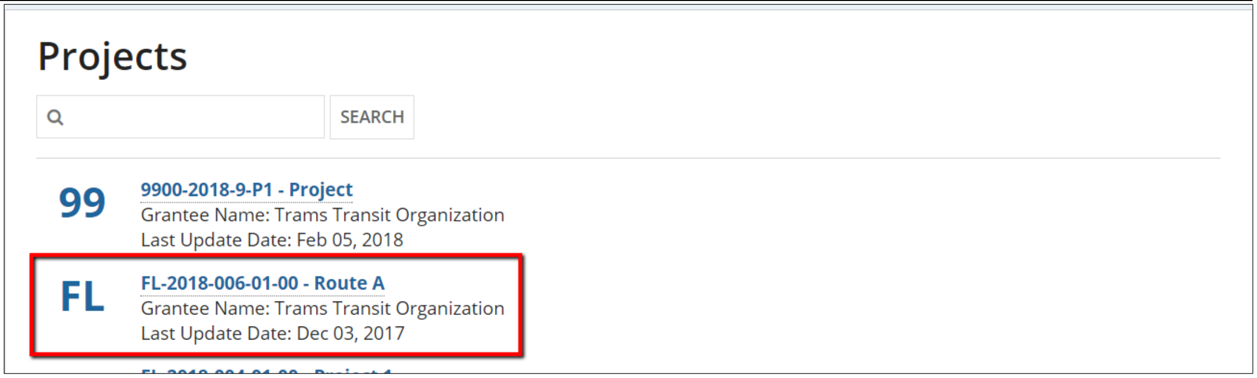
To search for a project from the 'Records' tab:

1) Go to the 'Records' tab and click 'Projects'.



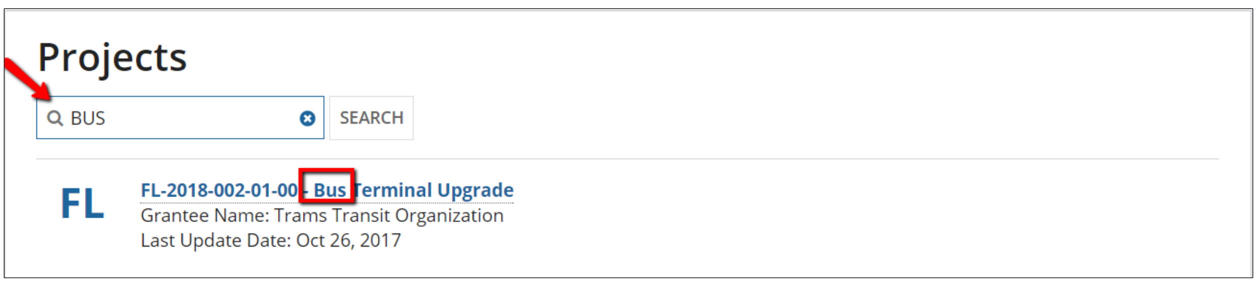
2) A list of projects will appear. Grantee users can only see the projects for their organizations. (*FTA users can see all TrAMS projects.)*

3) Each project record name is a hyperlink to the project record. As shown in the sample project record link below, project record links have a standard format: "application ID - project ID - project title."

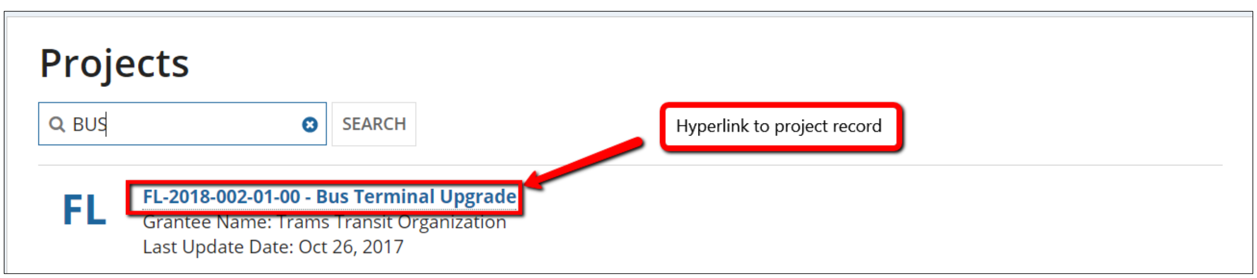


Beneath the project link are two additional pieces of information: the grantee name and the date the project was last updated.

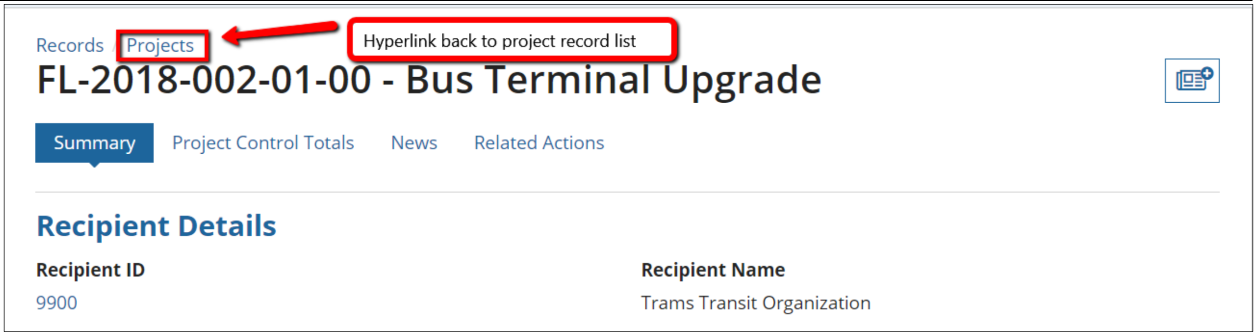
4) A search box for filtering the list of projects is available at the top of the page. Enter text into the 'SEARCH' box to filter the list to projects that match all or part of the text in the project hyperlink. The search ignores capitalization ("bus" will return anything with "BUS", "Bus", or "bus" in the title); the project number must include the dashes.



5) Once you have identified the desired project, click on the project link to go directly to the project record.



6) The project Summary page will display. To navigate back to the project list, click the 'Projects' hyperlink on the top of the page.



4.7 Appendix

4.7.1 Document Contexts and Document Types

Further details on this topic are discussed in section 7.2.6.1 Related Action: Application Documents. This section displays all the available combinations of Document Contexts and their corresponding Document types as well as a brief description of each. For example, if you access the Application Document related action and select a Document Context of 'Federal Financial Report,' then the Document Types that will be available for selection are General and Recipient Remarks. See the table below for other context and document type combinations:

Table 2: Document Contexts and Document Types

Context	Document Type	Description
Comments	FTA Comments	Document that contains FTA Comments
	General Comments	For generic comments
	FTA Internal Comments	Used for Internal FTA Comments
	Conditions of Awards	For specifying award conditions
	DOL	Documents with DOL Comments
Federal Financial Report	General	For Generic Federal Financial Report documents
	Recipient Remarks	Recipient Remarks pertaining to the Federal Financial Report
Proposal Documents	FTA Comments	Proposal document with FTA Comments
	General	Proposal document with General info
Application Information	General	For documents with general Application Information
	Debt Delinquency	Application info docs pertaining to debt
Budget Revision	Approver Notes	Budget Revision documents containing approver notes
Fleet	Fleet Status	Documents pertaining to Fleet Status
	Fixed Route Fleet Details	Documents pertaining to Fixed Route Fleet Details

	Paratransit Fleet Details	For documents pertaining to Paratransit Fleet Details
	Light Rail Fleet Details	For Light Rail Fleet Details
	Commuter Rail Fleet Details	Use when uploaded doc contains commuter rail fleet details
	Heavy Rail Fleet Details	For Heavy Rail Fleet Detail documents
	Waterboarne Fleet Details	Use when document contains Waterbourne Fleet Details
	Other Fleet Details	For miscellaneous fleet details
DOL Documentation	DOL Certification	For DOL Certification Documents
	No Material Change	Use for No Material Change Documents

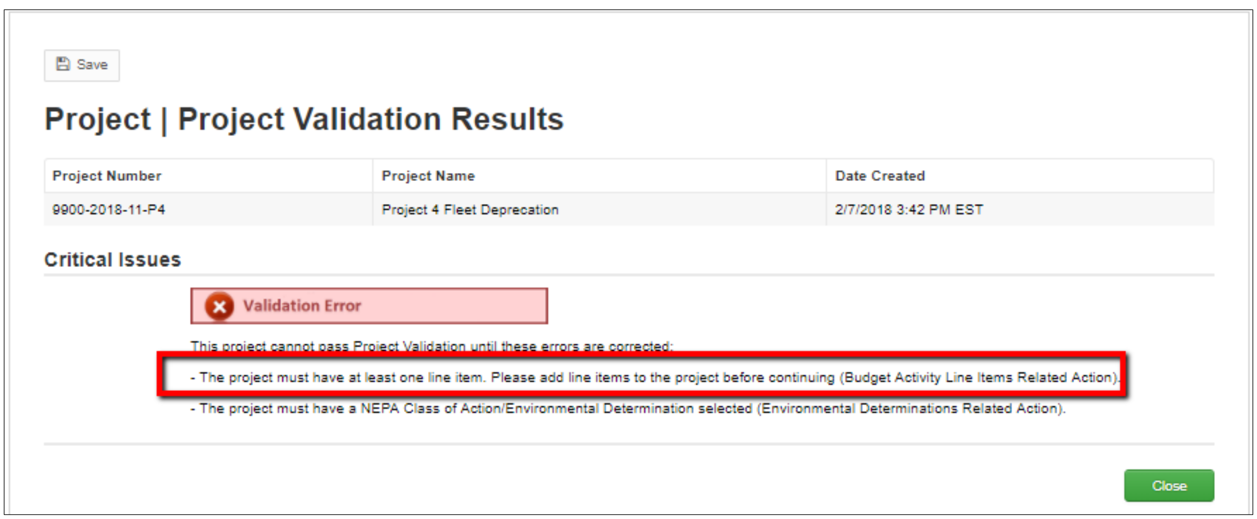
4.7.2 Project Validation Critical Errors

During project validation, there are several errors that can occur, preventing a user from advancing through the validation process. As mentioned in section 7.4.3.6 Validate Project, these critical errors must be resolved before the user can complete project validation. The following items define each of the critical errors and how to resolve each of them.

4.7.2.1 Missing ALIs

The 'Missing ALIs' critical error will display with the following text:

- The project must have at least one item. Please add line items to the project before continuing (Budget Activity Line Items Related Action)

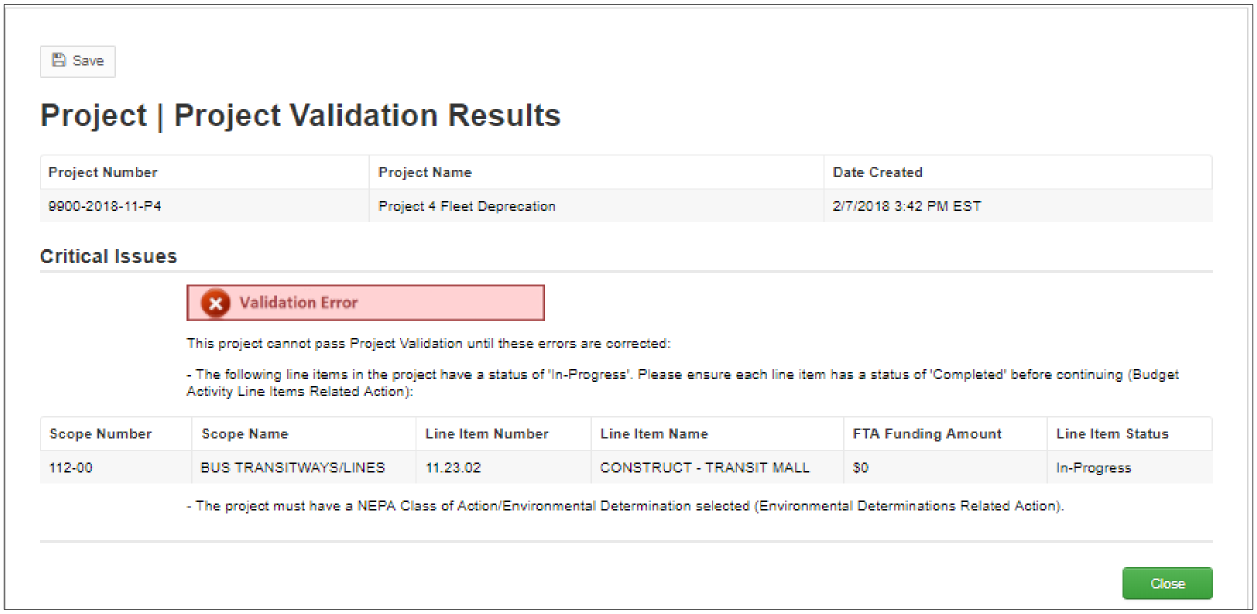


To resolve these issues, refer to section 7.4.3.4 Budget Activity Line Items and Milestones.

4.7.2.2 Incomplete ALIs

The 'Incomplete ALI' critical error will display with the following text:

- The following line items in the project have a status of ‘In-Progress’. Please ensure each line items has a status of ‘Completed’ before continuing (Budget Activity Line Items Related Action)

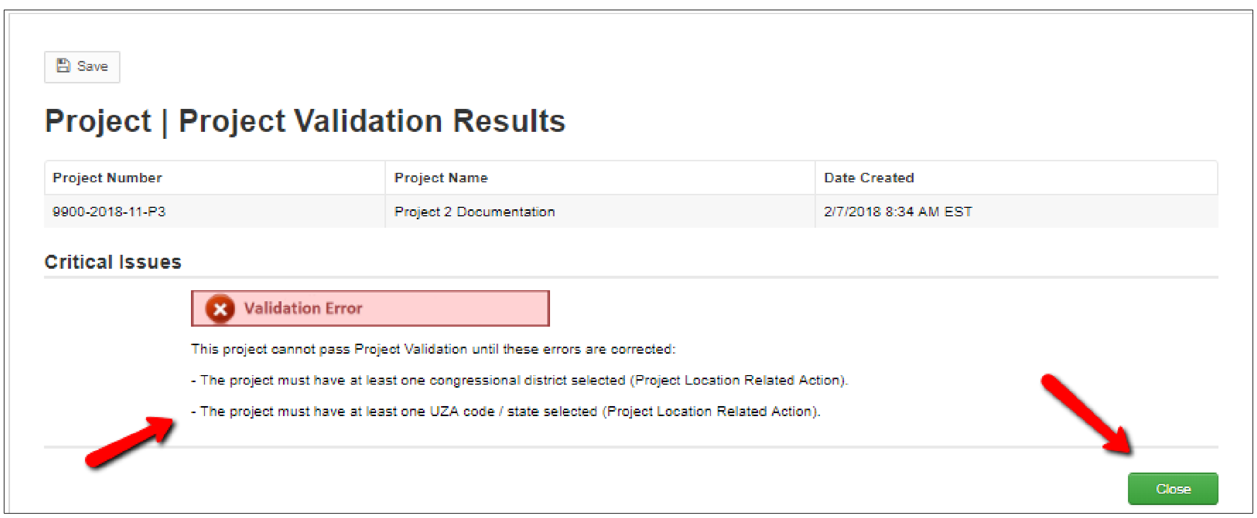


To resolve these issues, refer to section 7.4.3.4 Budget Activity Line Items and Milestones.

4.7.2.3 Missing Location Details

The ‘Missing Location Details’ critical errors include the following:

- The project must have at least one congressional district selected (Project Location Related Action.)
- The project must have at least one UZA code / state selected (Proejct Location Related Action)



To resolve these issues, refer to section 7.4.3.2 Project Location.

4.7.2.4 Missing Environmental Determinations

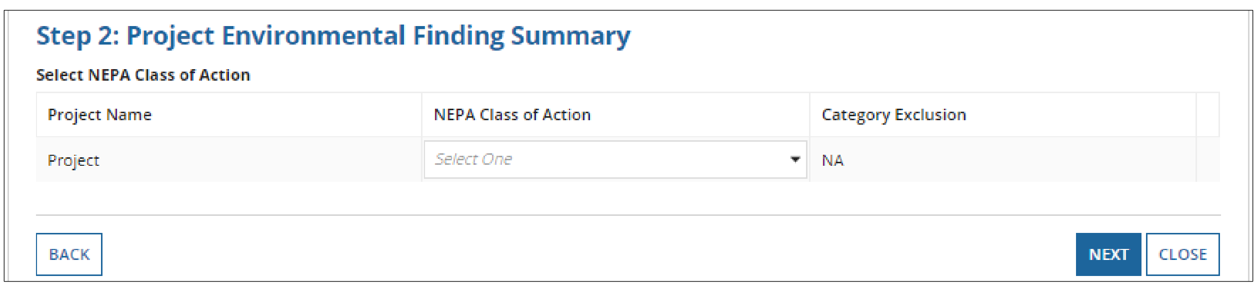
The 'Missing Environmental Determinations critical errors include the following:

- The project must have NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action).

To resolve this issue, refer to section 7.4.3.5 Environmental Determination.

4.7.3 NEPA Class Actions & Category Exclusions

Within section 7.4.3.5 Environmental Determinations, a submitter or developer must select the necessary 'NEPA Class Actions' and 'Category Exclusions in order to complete project validation. The NEPA Class action column shows all of the options available for selection in the 'NEPA Class Action' drop down menu. After selecting the Class Action, the corresponding Category Exclusions become available for selection in the 'Category Exclusions' drop down menu.



The table below displays the Category Exclusion options that are available for each of the corresponding NEPA Class Actions.

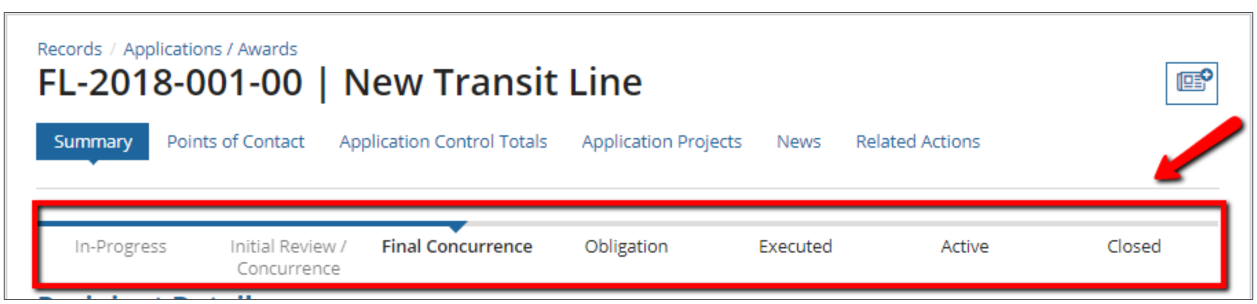
Table 3: NEPA Class Actions & Category Exclusions

NEPA Class Action	Category Exclusions
Class I - Environmental Impact Statement (EIS)	NA
Class II(c) - Categorical Exclusions (C-List)	Type 01: Utility and Similar Appurtenance Action Type 02: Pedestrian or Bicycle Action Type 03: Environmental Mitigation or Stewardship Activity

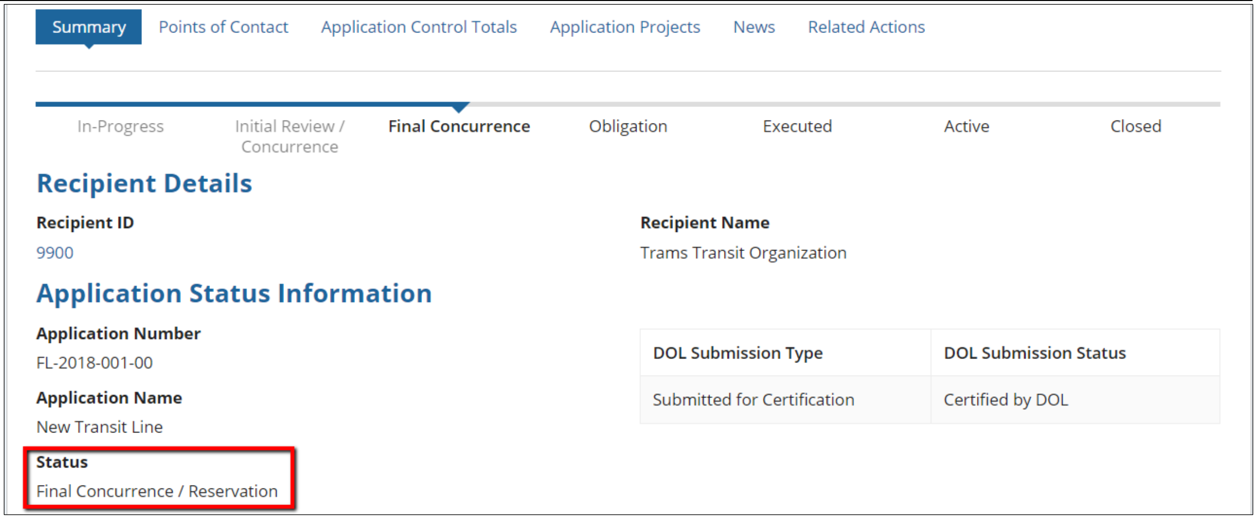
	Type 04: Planning and Administrative Activity Type 05: Action Promoting Safety, Security, Accessibility Type 06: Acquisition, Transfer of Real Property Interest Type 07: Acquisition, Maintenance of Vehicles / Equipment Type 08: Maintenance, Rehab, Reconstruction of Facilities Type 09: Assembly or Construction of Facilities Type 10: Joint Development of Facilities Type 11: Emergency Recovery Actions Type 12: Action Within Existing Operational Right-of-Way Type 13: Action With Limited Federal Financial Assistance Type 14: Bridge Removal and Related Activities Type 15: Preventative Maintenance of Culverts/Channels Type 16: Geotechnical and Other Similar Investigations
Class II(d) - Categorical Exclusions (D-List)	Type 01: Highway Modernization Type 02: Bridge Replacement or Rail Grade Separation Type 03: Hardship or Protective Property Acquisition Type 04: Acquisition of Right-of-Way Type 05: Bicycle Facility Construction Type 06: Facility Modernization Type 07: Minor Facility Realignment for Rail Safety Purposes Type 08: Facility Modernization/Expansion Outside Existing ROW Type 09: Other
Class III - Environmental Assessment (EA)	NA

4.7.4 Application Phases & Application Status

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



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



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

Table 4: Application Phases and Statuses

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

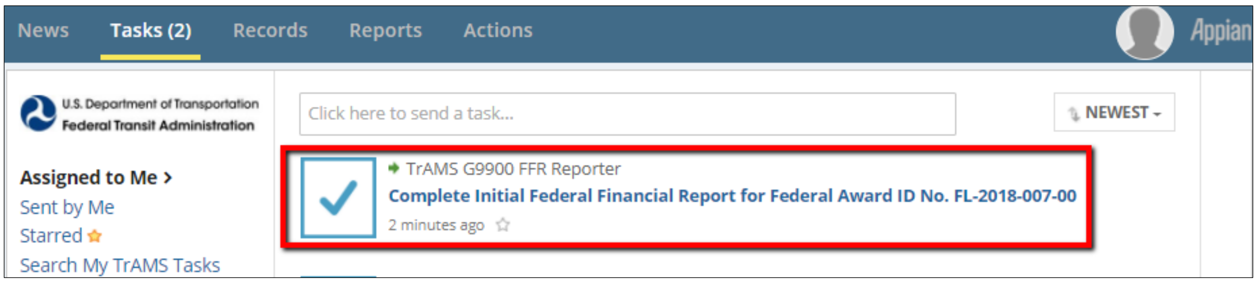
4.7.5 Initial FFR

When the application is created, the recipient has the option to identify whether the application uses Pre-award Authority or not. If the recipient chooses the ‘Yes’ option, this indicates that the application uses Pre-award Authority and the next step after obligating / awarding the application will be for the Recipient’s FFR reporter to complete the initial FFR.

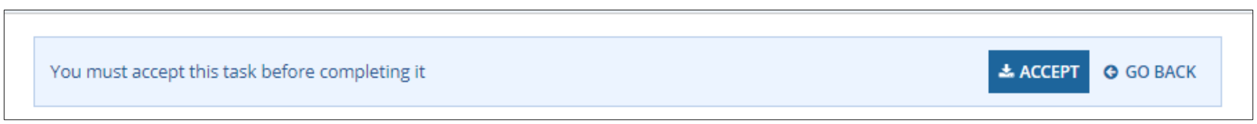
To complete the Initial FFR task:

1) Click the ‘Tasks’ tab to view a list of tasks for the logged-in user.

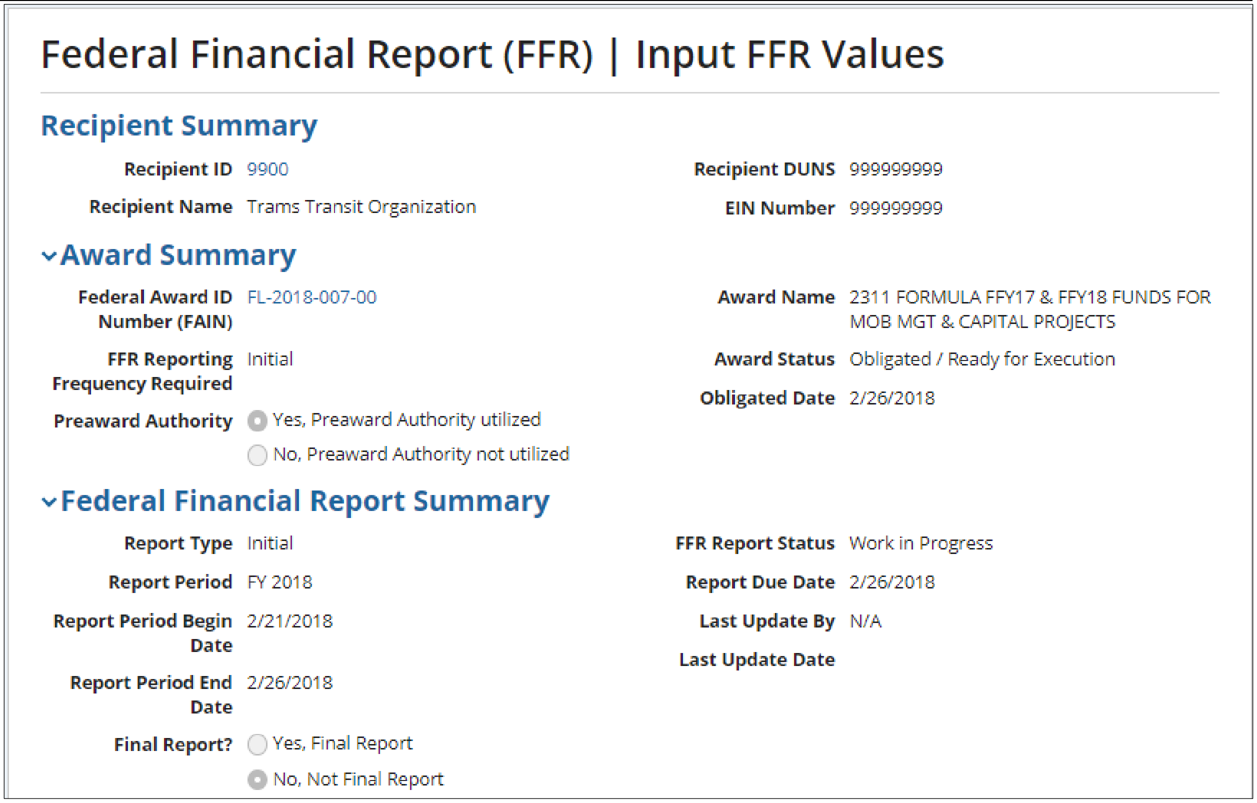
2) Select the ‘Complete Initial Federal Financial Report for Feceral Award ID No. [FAIN]’ task.



3) The ‘Federal Financial Report | Input FFR Values’ Click ‘Accept’ button to accept the task within the ‘You must accept this task before completing it’ prompt. Clicking the ‘Go Back’ button will return the task to the group and make the task available to any other users in your recipient organization with the FFR Reporter role.



The Recipient Summary, Award Summary and FFR Summary sections are read-only. It displays information about the application in each of the appropriate sections.



Federal Financial Report (FFR) | Input FFR Values

Recipient Summary

Recipient ID	9900	Recipient DUNS	999999999
Recipient Name	Trams Transit Organization	EIN Number	999999999

Award Summary

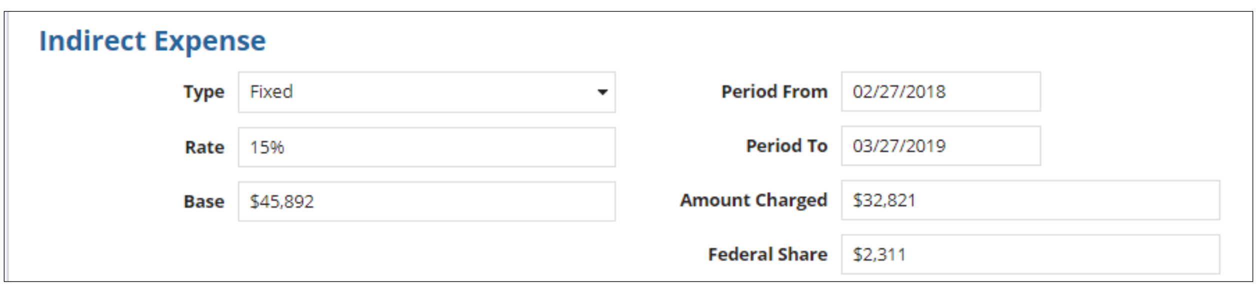
Federal Award ID Number (FAIN)	FL-2018-007-00	Award Name	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
FFR Reporting Frequency Required	Initial	Award Status	Obligated / Ready for Execution
Preaward Authority	Yes, Preaward Authority utilized No, Preaward Authority not utilized	Obligated Date	2/26/2018

Federal Financial Report Summary

Report Type	Initial	FFR Report Status	Work in Progress
Report Period	FY 2018	Report Due Date	2/26/2018
Report Period Begin Date	2/21/2018	Last Update By	N/A
		Last Update Date	
Report Period End Date	2/26/2018		
Final Report?	Yes, Final Report No, Not Final Report		

The ‘Status Log’ section keeps track of the Status, Update Date and the user who last modified the FFR.

4) The Indirect Expense section consists of the ‘Type’ field that allows the user to select the expense type (Fixed, Final, Predetermined, Provisional, N/A), a percentage rate, base amount, the expense period, charge amount and the Federal Share amount. Populate each field with the appropriate values.



Indirect Expense

Type	Fixed	Period From	02/27/2018
Rate	15%	Period To	03/27/2019
Base	$45,892	Amount Charged	$32,821
		Federal Share	$2,311

5) There are multiple editable and non-edible sections within the ‘Federal Financial Report (FFR) | Input FFR Values’ form. Populate each field with appropriate data. Read-only fields fields that are automatically calculated by the system will retain a value of ‘0’ until the ‘Calculate Totals’ button is clicked at the bottom of the form. The remaining sections of the ‘Federal Financial Report (FFR) | Input FFR Values’ form include:

   A) **Federal Cash on Hand at Beginning of Period:** Consists of the Previous, Cumulative and This Period fields. The ‘Previous’ field is a read-only field that is automatically populated based on the applications federal cash on hand from the previous period. The ‘Cumalitive’ field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash on hand amount into the 'This Period' field.

A. Federal Cash on Hand at Beginning of Period

Previous	$0	**Cumulative**	$25,347
This Period	$25,347		Calculated by System

B) **Federal Cash Receipts:** Includes the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash receipts amount into the 'This Period' field, if applicable.

B. Federal Cash Receipts

Previous	$0	**Cumulative**	$564
This Period	$564		Calculated by System

C) **Federal Cash Disbursements:** The Previous, Cumulative and This Period fields are included in this section. The 'Previous' field is a read-only field that is automatically populated based on the applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash disbursements amount into the 'This Period' field, if applicable.

C. Federal Cash Disbursements

Previous	$0	**Cumulative**	$1,776
This Period	$1,776		Calculated by System

D) **Federal Cash on Hand at End of Period (A + B - C):** Consists of the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the applications federal cash on hand from the previous period. The 'This Period' is a read-only, system calculated field that sums the cumulative amount of sections A and B, minus the cumulative amount in C. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields.

D. Federal Cash on Hand at End of Period (A + B - C)

Previous	$0 Calculated by System	**Cumulative**	$24,135 Calculated by System
This Period	$24,135 Calculated by System		

E) **Total Federal Funds Authorized:** Contains the read-only, Cumulative field that is populated based on the application's total authorized federal funds.

E. Total Federal Funds Authorized

Cumulative	$471,563

F) **Federal Share of Expenditures:** Includes the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal share of expenditures amount into the 'This Period' field.

F. Federal Share of Expenditures

Previous	$0	**Cumulative**	$6,047 Calculated by System
This Period	$6,047		

G) **Recipient Share of Expenditures:** Consists of the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the recipient share of expenditures amount into the 'This Period' field.

G. Recipient Share of Expenditures

Previous	$0	**Cumulative**	$10,483 Calculated by System
This Period	$10,483		

H) **Total Expenditures (F + G):** Sums up the cumulative amounts in sections F and G and displays the total within section H. Both the 'This Period' and 'Cumulative' fields in this section are read-only, system calculated fields.

H. Total Expenditures (F + G)

This Period	$16,530 Calculated by System	**Cumulative**	$16,530 Calculated by System

I) **Federal Share of Unliquidated Obligations:** Enter the application's federal share of unliquidated obligations amount into the 'Amount' field

I. Federal Share of Unliquidated Obligations

Amount $456

J) **Recipient Share of Unliquidated Obligations:** Enter the application's recipient share of unliquidated obligations amount into the 'Amount' field.

J. Recipient Share of Unliquidated Obligations

Amount $903

K) **Total Unliquidated Obligations (I + J):** The amount field in section K is a read-only field that is system calculated by summing up the amounts in section I and J.

K. Total Unliquidated Obligations (I + J)

Amount $1,359
Calculated by System

L) **Total Federal Share (F + I):** Displays the Total Federal Share amount, which is system calculated by summing up sections F and I.

L. Total Federal Share (F + I)

Amount $6,503
Calculated by System

M) **Unobligated Balance of Federal Funds (E – L):** Displays the Unobligated Balance of Federal Funds amount, which is system calculated by subtracting section L from section E.

M. Unobligated Balance of Federal Funds (E - L)

Amount $465,060
Calculated by System

N) **Total Recipient Share Required:** Displays the application's total recipient share required in the amount field.

N. Total Recipient Share Required

Amount $179,766

O) **Remaining Recipient Share to be Provided [N – (G + J**)]: Contains the remaining recipient share to be provided, which is system calculated amount based on the formula, section N minus the sum of section G and J.

O. Remaining Recipient Share to be Provided [N - (G + J)]

Amount $168,380
Calculated by System

P) **Federal Program Income on Hand at Beginning of Period:** Enter the application's Federal program income on hand at the beginning of the period.

P. Federal Program Income on Hand at Beginning of Period

Amount $2,756

Q) **Total Federal Program Income Earned:** Enter the application's Total Federal Program Income Earned amount.

Q. Total Federal Program Income Earned

Amount $841

R) **Federal Program Income Expended in accordance with the deduction alternative:** Enter the amount for the Federal Program Income Expended in accordance with the deduction alternative. The system will not allow you to enter values in both the R and T fields. Enter a value in one or the other. If a value is entered in both, a validation will display, preventing the user from advancing in the Pre-award application process.

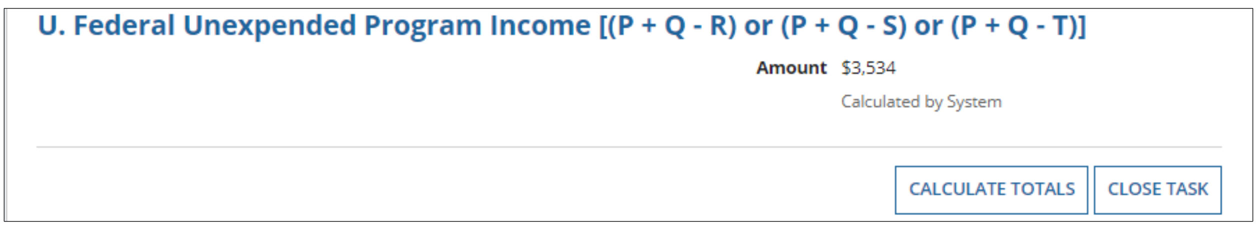
R. Federal Program Income Expended in accordance with the deduction alternative

Amount $0

S) **Federal Program Income Expended in accordance with the addition alternative:** This section contains a read-only field that is automatically populated based on the application's Federal Program Income Expended in accordance with the deductive alternative.

T) **Federal Program Income Expended on allowable Transit Capital and Operating expsnes:** Cannot enter values in both R and T fields. Enter a value in one or the other. If a value is entered in both, a validation will display, preventing the user from advancing.

U) **Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q – T)]:** System calculated section that is based on the the formula [(P + Q - R) or (P + Q - S) or (P + Q – T)]. The calculated amount depends on the fields populated by the user.



6) Click the 'Calculate Totals' button once all input values are entered. The 'Confirm FFR Data' form is displayed.

Federal Financial Report (FFR) | Confirm FFR Data

Recipient Summary

Recipient ID: 9900 https://facestest1.fta.dot.gov/suite/tempo/records/it…

Recipient DUNS: 999999999

EIN Number: 999999999

Recipient Name: Trams Transit Organization

Award Summary

Federal Award ID Number (FAIN): FL-2018-007-00 https://facestest1.fta.dot.gov/suite/tempo/records/it…

Award Name: 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

FFR Reporting Frequency: Initial

Award Status: Obligated / Ready for Execution

Obligation Date: 2/26/2018

Preaward Authority: Yes, Preaward Authority utilized / No, Preaward Authority not utilized

Federal Financial Report Summary

Report Type: Initial

Report Period Begin Date: 2/21/2018

Report Period: FY 2018

Report Period End Date: 2/26/2018

Report Due Date: 2/26/2018

Final Report?: Yes, Final Report / No, Not Final Report

Status Log

Status	Updated Date	Updated By
Work in Progress	2/26/2018	appian.administrator

Indirect Expense

Type: Fixed

Period From: 2/27/2018

Period To: 3/27/2019

Rate: 15%

Amount Charged: $32,821

Base: $45,892

Federal Share: $2,311

Financial Status

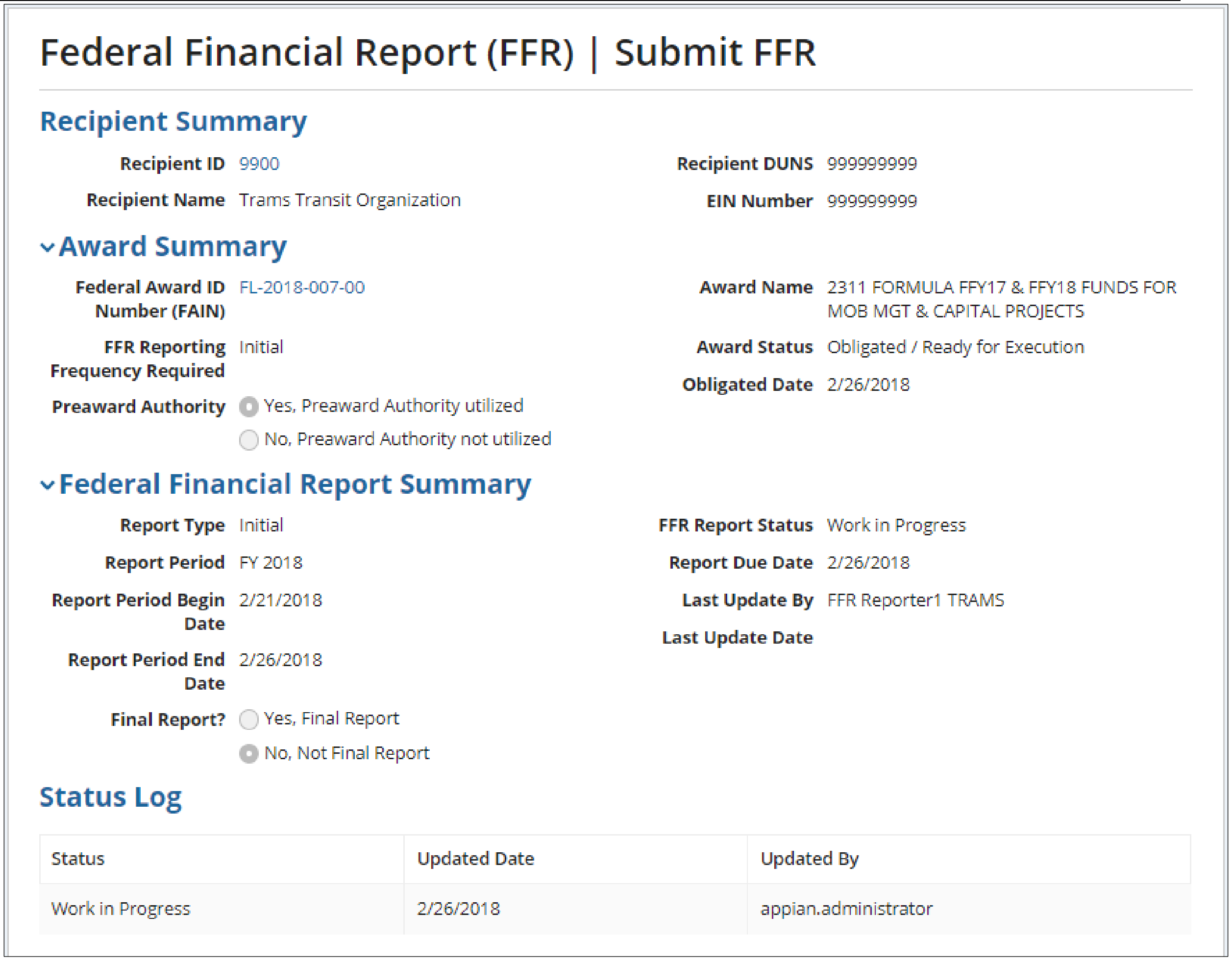
Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$25,347	$25,347
B. Federal Cash Receipts	$0	$564	$564
C. Federal Cash Disbursements	$0	$1,776	$1,776
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$24,135	$24,135
E. Total Federal Funds Authorized			$471,563
F. Federal Share of Expenditures	$0	$6,047	$6,047
G. Recipient Share of Expenditures	$0	$10,483	$10,483
H. Total Expenditures (F + G)	$0	$16,530	$16,530
I. Federal Share of Unliquidated Obligations			$456
J. Recipient Share of Unliquidated Obligations			$903
K. Total Unliquidated Obligations (I + J)			$1,359
L. Total Federal Share (F + I)			$6,503
M. Unobligated Balance of Federal Funds (E - L)			$465,060
N. Total Recipient Share Required			$179,766
O. Remaining Recipient Share to be Provided [N - (G + J)]			$168,380
P. Federal Program Income on Hand at Beginning of Period			$2,756
Q. Total Federal Program Income Earned			$841
R. Federal Program Income Expended in accordance with the deduction alternative			$0
S. Federal Program Income Expended in accordance with the addition alternative			$0
T. Federal Program Income Expended on allowable Transit Capital and Operating expenses			$463
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			$3,134

1-21 of 21

7) Click the 'Continue to Submission' button and the 'Federal Financial Report | Save' success form is displayed. Clicking the 'Close Task' button on the 'Confirm FFR Data' form will lead back to the Task tab without submitting to FTA. Clicking the 'Modify FFR Values' button will lead back to the 'Input FFR Values' form with updated system calculated values.

Continue to Submission | Modify FFR Values | Close Task

The Submit FFR screen is displayed after clicking the 'Continue to Submission' button.



Federal Financial Report (FFR) | Submit FFR

Recipient Summary

Recipient ID	9900	**Recipient DUNS**	999999999
Recipient Name	Trams Transit Organization	**EIN Number**	999999999

Award Summary

Federal Award ID Number (FAIN)	FL-2018-007-00	**Award Name**	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
FFR Reporting Frequency Required	Initial	**Award Status**	Obligated / Ready for Execution
		Obligated Date	2/26/2018
Preaward Authority	Yes, Preaward Authority utilized No, Preaward Authority not utilized		

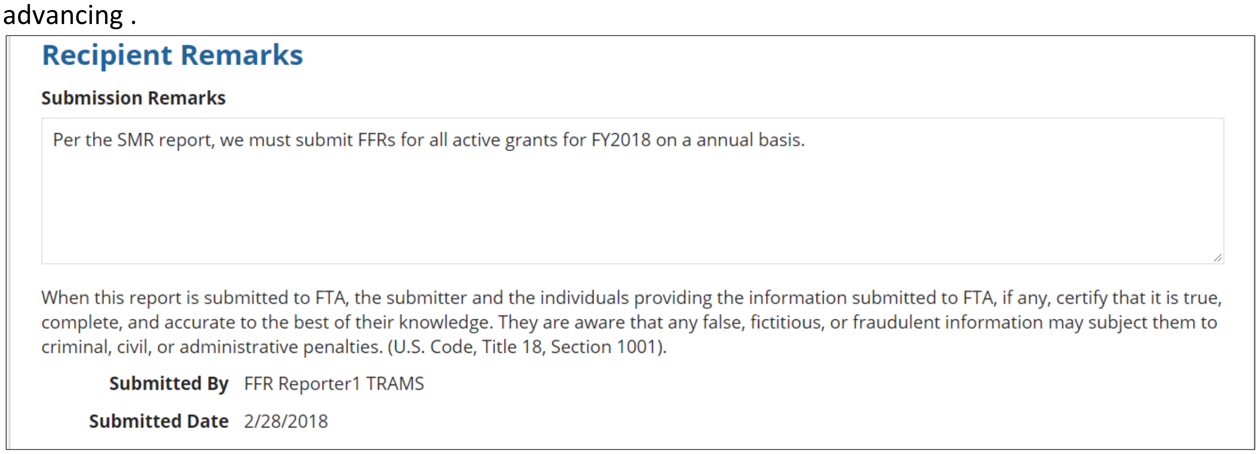
Federal Financial Report Summary

Report Type	Initial	**FFR Report Status**	Work in Progress
Report Period	FY 2018	**Report Due Date**	2/26/2018
Report Period Begin Date	2/21/2018	**Last Update By**	FFR Reporter1 TRAMS
		Last Update Date	
Report Period End Date	2/26/2018		
Final Report?	Yes, Final Report No, Not Final Report		

Status Log

Status	Updated Date	Updated By
Work in Progress	2/26/2018	appian.administrator

8) Enter Submission Remarks into the Recipient Remarks section. Recipient Remarks are required. If there aren't any remarks entered, a validation error will display, preventing the application from advancing .



Recipient Remarks

Submission Remarks

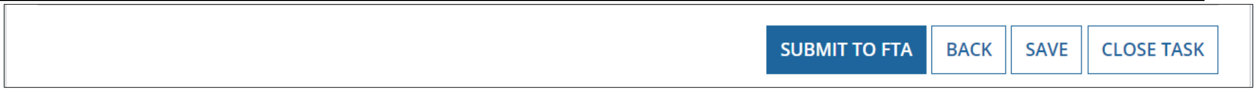
Per the SMR report, we must submit FFRs for all active grants for FY2018 on a annual basis.

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

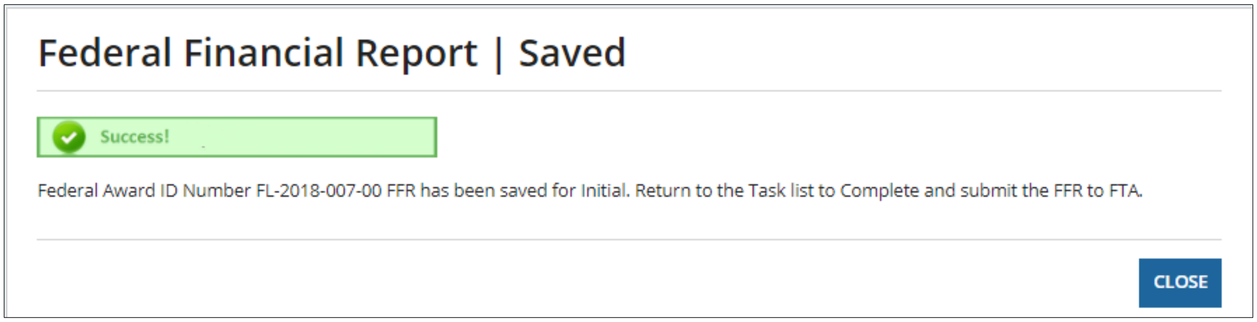
Submitted By FFR Reporter1 TRAMS

Submitted Date 2/28/2018

9) Click the 'Save' button and the 'Federal Financial Report | Saved' form is displayed. Clicking the Back button will return to the 'Confirm FFR Data' page. The 'Close Task' button will return the task to the Tasks tab without saving any changes to the application.



10) Click the ‘Close’ button to return to the ‘Submit FFR’ screen.



11) Click the ‘Submit to FTA’ button on the ‘Submit FFR’ screen to continue with submission of the FFR task to FTA. The ‘Federal Financial Report | Submitted’ page is displayed. The Recipient Official is then assigned a task to execute the award.