

FTA

FEDERAL TRANSIT ADMINISTRATION

FTA Transit Award Management System (TrAMS)

Vol 6, Post-Award Reporting

Recipient User Guide Version 2.0

JULY 2018



U.S. Department of Transportation
Federal Transit Administration

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6 Post-Award Reporting

6.1 Overview

Recipients of FTA funding must submit Milestone Progress Reports (MPR) and Federal Financial Reports (FFR) on a periodic basis to show the status and progress of activities and funding expenditures on their awards. The recipient must complete and submit MPRs and FFRs within 30 days of the end of the reporting period. The reporting period for MPRs and FFRs can be Annual, Quarterly, or Monthly (see [Appendix 6A](#) for FFR/MPR reporting cycle timeframes).

Submission of both MPRs and FFRs in TrAMS is task-based, which means that recipient users in the ‘MPR Reporter’ and ‘FFR Reporter’ role groups will receive a task to complete and submit their MPR or FFR. The tasks should be completed within 30 days after issuance. FTA will complete their reviews of the reports before the next reporting period is over. During this period, and before FTA marks the report reviewed, may return the report for corrections. Once a new reporting period has finished, FTA staff will no longer be able to review or return reports to recipients for corrections – those reports will now be read-only.

Recipients with a Disadvantaged Business Enterprise (DBE) program and goal, must submit semiannual reports to show their compliance. DBE Reports must be completed and submitted by the recipient twice a year: June 1 and December 1 (see [Appendix 6A](#) for DBE reporting cycle timeframes).

The DBE Report is also task-based, and is sent to users with the recipient ‘civil rights’ user role. The task is available to the recipient 60 days before the report due date. Once recipients have submitted their reports for review FTA staff with the ‘Civil Rights Officer’ role will conduct the first review of DBE reports, and a second quality review is conducted by Headquarters staff, by the ‘DBE Approver’ to approve the report.

6.2 Milestone Progress Report (MPR)

6.2.1 User Role

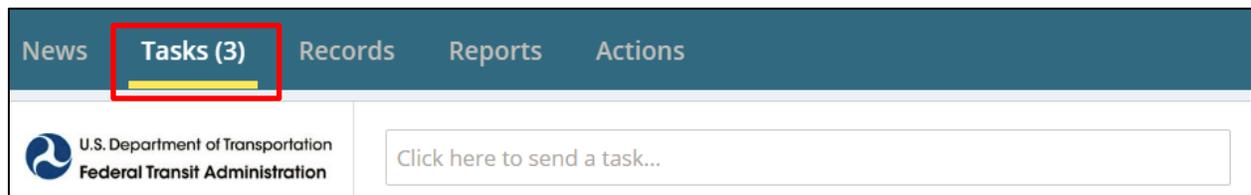
To complete the Milestone Progress Report the user must have the ‘MPR Reporter’ user role.

6.2.2 Task: Complete and Submit MPR

The task to complete the MPR will be assigned 30 days prior to their due date. Users will receive a system generated email notification that they have a task. The email goes to the MPR Reporter Group; therefore, everyone with the MPR user role will receive the task. The task will allow the MPR Reporter to complete and submit their Milestone Progress Report. A task will be issued for each active award.

The number of tasks assigned to a user will be visible next to the ‘Tasks’ tab.

- 1) After the MPR Reporter successfully logs on, click the ‘Tasks’ tab.



- 2) Select the task ‘Complete [FY] [Report Frequency] Milestone Progress Report’ for the application. The form will populate; accept the task to complete the report.

Click here to send a task...

NEWEST ▾

 → TrAMS G9900 MPR Reporter
Complete 2018 7 MPR | FL-2018-006-00 | 9900
May 1, 2018 ☆

- 3) The 'Milestone Progress Report (MPR) | Summary' form fields will display.
- 4) At any point, you may click the 'Close Task' button to return report to the 'Tasks' tab without saving any changes and retain the task.

▼ Milestone Progress Report Summary

Report Type	Monthly	MPR Report Status	Work in Progress
Report Period	April, 2018	Report Due Date	5/30/2018
Report Period Begin Date	4/1/2018	Last Update By	N/A
Report Period End Date	4/30/2018	Last Update Date	

Final Report? Yes, Final Report
 No, Not Final Report

Award Overview

MPR Overview Remarks

Provide details about overall progress of this award including all projects within the award

- 5) The Report Begin Date – is the date that the period for which activities being reported on begins. Example: the beginning date for Q2 reports in FY18 would begin on January 1, 2018.
- 6) The Report End Date – is the date that the period for which activities being reported on ends. Example the end date for Q2 reports s for FY18 would end on March 30, 2018.
- 7) The Report Due Date – is the date that the reports are due. Example. The due date for Q2 reports in FY18 is April 30, 2018. However, the task will still be available in TrAMS up through the date when the task closes (in this example is June 30, 2018).

Refer to Appendix 6A for a list of FFR/MPR Reporting Cycle Timeframes.

Note: TrAMS will pre-select the 'Final Report' radio button based on the whether the report is final or not. The final button is auto populated once a closeout is created. Users cannot select this radio button.

- 8) Enter comments into the 'MPR Overview Remarks' field to provide details about overall progress of the award scope of work. This is a required field and the field length is limited to 255 characters.

Award Overview

MPR Overview Remarks

Provide details about overall progress of this award including all projects within the award

- 9) Review all line items displayed under the ‘List of Line Items’ grid. Any value greater than zero under the ‘Number of Milestones Pending’ column indicates pending milestone(s) (this means the last estimated date passed during the reporting cycle and it must be updated). The user must provide an appropriate ‘Actual Completion Date’ or ‘Revised Estimated Completion Date’.

List of Line Items

<input type="checkbox"/>	Project Number ↓	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input type="checkbox"/>	FL-2018-006-01-00	114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.44.11	REHAB/RENOVATE - SUPPORT VEHICLES	2	1

Note: A milestone is considered ‘Pending’ if one of the following is true:

- The ‘Original Estimated Completion Date’ expired on or before the ‘Report Period End Date’
- There is no ‘Actual Completion Date’ indicated yet; and the milestone is before the ‘Report Period End Date’
- The ‘Revised Estimated Completion Date’ expired on or before the ‘Report Period End Date’

- 10) Select the check box for an activity line item with a pending milestone to display the activity information and milestones.

List of Line Items

<input checked="" type="checkbox"/>	Project Number ↓	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input checked="" type="checkbox"/>	FL-2018-006-01-00	114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.44.11	REHAB/RENOVATE - SUPPORT VEHICLES	2	1

- 11) The form will expand to display the ‘Line Item Details,’ ‘FTA Funding Information,’ and ‘Milestones’ sections.

Line Item Details

Line Item Number
11.71.11

Allocation Type

Quantity
1

Line Item Name
OTHER 3RD PARTY CONTRACTUAL SERVICES

Activity Type
OTHER 3RD PARTY CONTRACTUAL SERVICES

FTA Funding Information

FTA Funding Source
49 USC 5310 - (MAP 21) Formula Grants for Enhanced Mob of Sr. & Ind. w Disab

FTA Funding Amount
\$147,734

Milestones

[ADD NEW MILESTONE](#)

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input type="checkbox"/>	Contract Award	1/1/2016			Initiaion of purchase order with selected vendor to provide transportation to eligible voucher holders.

12) To update Pending Milestones, select the checkbox associated with milestones whose estimated dates are in the past in relation to the 'Report Period End Date' (ex. if the report period end date is 3/31/2016 all milestones with estimated dates that are earlier than 3/31/2016 will be considered pending and will need to be updated).

Milestones

[ADD NEW MILESTONE](#)

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input checked="" type="checkbox"/>	Contract Award	1/1/2016			Initiaion of purchase order with selected vendor to provide transportation to eligible voucher holders.
<input type="checkbox"/>	Contract Complete	6/30/2017			Completion of the provision of transportation services under this grant.

[SAVE ALL CHANGES](#)
[CONTINUE TO SUBMISSION](#)
[CLOSE TASK](#)

- a) Enter either a revised estimated completion date or an actual completion date.
- b) Enter Milestone Progress Comments
- c) Select 'Save All Changes' button (this button saves information and keeps you on the page)

Each milestone can only have one date – either a new Revised Estimated Completion Date or an Actual Completion Date.

Original Milestone Details

Milestone Name Contract Award	Original Estimated Completion Date 1/1/2016
---	---

Milestone Detailed Description
Initiation of purchase order with selected vendor to provide transportation to eligible voucher holders.

Milestone Progress Information

Revised Estimated Completion Date <input type="text" value="mm/dd/yyyy"/>	Revision # 6
---	------------------------

Actual Completion Date

Milestone Progress Comments

Enter details about milestone progress (e.g. date changes, etc.)

SAVE ALL CHANGESCONTINUE TO SUBMISSIONCLOSE TASK

Revised Estimated Completion Date must be a date in the future of the 'Report Period End Date'; Actual Completion Date must be on or before the 'Report Period End Date'.

▼ Milestone Progress Report Summary

Report Type Quarterly	MPR Report Status Work in Progress
Report Period Quarter 2 (Jan - Mar), FY 2018	Report Due Date 4/30/2018
Report Period Begin Date 1/1/2018	Last Update By N/A
Report Period End Date 3/31/2018	Last Update Date

Final Report? Yes, Final Report
 No, Not Final Report

If you enter invalid values for Revised Estimated Completion Date (i.e. a date in the past) or for Actual Completion Date (i.e. a date in the future), the system will display an error message indicating the issue with the entered date.

The Revision number field on the MPR task is a system generated number that increments per milestone per reporting cycle. For example, if the revision number field displays a "6", that is the sixth MPR task for that specific grant, where an existing milestone has been present on a single ALLI.

Milestone Progress Information

Revised Estimated Completion Date	Revision #
<input type="text" value="1/1/2016"/>	1

You may only save revised or actual completion date. Please remove either before saving.

The revised date is before the end of the report period (3/31/2016) and will result in a pending milestone. Please modify to a date after the period.

Actual Completion Date
<input type="text" value="4/4/2016"/>

The actual completion date is after the report period (3/31/2016). Please enter a date within the report period before saving.

- 13) To add a new milestone to the activity, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:
- Enter a name for the milestone into the 'Name' field.
 - Click in either the 'Estimated Completion Date' or 'Actual Completion Date' field to enter a date or display the date picker to select a date from. You may only enter a date in one field.
 - Enter a comment about the milestone into the 'Detailed Description' field. This is a required field.
 - Once you have completed entering information in all fields, click the 'Save All Changes' button and you will be returned to the 'Milestones' grid.

Add New Milestone

Name

Estimated Completion Date

Actual Completion Date

Detailed Description

SAVE ALL CHANGES CONTINUE TO SUBMISSION CLOSE TASK

- 14) Click on the 'Continue to Submission' button to proceed with the next step in completing the MPR.
- If you have made changes but wish to return to the form at a later date, you can close the task by clicking on 'Close Task'. When you return to the task all saved changes will display.

Milestones

ADD NEW MILESTONE

	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input type="checkbox"/>	Start Date	12/20/2017	5/10/2018		
<input type="checkbox"/>	End Date	9/14/2018	7/1/2018		

SAVE ALL CHANGES
CONTINUE TO SUBMISSION
CLOSE TASK

15) The 'Submit MPR' form will be displayed. Use the 'Back' button at the bottom of the form if you wish to return to the previous form. The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. Enter any comments for FTA into the optional 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed.

Milestone Progress Report (MPR) | Submit MPR

Recipient Summary

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

Award Summary

Award Name FL-2018-006-00	Award Name New Transportation Route
MPR Reporting Frequency Monthly	Award Status Active (Executed)

Milestone Progress Report Summary

Report Type Monthly	MPR Status Work in Progress
Report Period July, 2018	Last Updated By Jane Trams
Report Due Date 5/30/2018	Last Update Date 5/10/2018

Recipient Submission Remarks

Submission Remarks

Provide any additional comments about the report that would be useful for FTA during the review.

When this report is submitted to the FTA, the submitter and the individuals providing the information submitted to the 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).

SUBMIT TO FTA
BACK
SAVE

16) The 'Submitted' form will be displayed with the following confirmation message: 'Federal Award ID Number [FAIN #] MPR for [FY] [Report Frequency] has been submitted to FTA for review.'

Milestone Progress Report | Submitted

✔ Success!

Federal Award ID Number FL-2018-006-00 MPR for 2018 7 has been submitted to FTA for review.

CLOSE

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

6.3 Federal Financial Report (FFR)

6.3.1 User Role

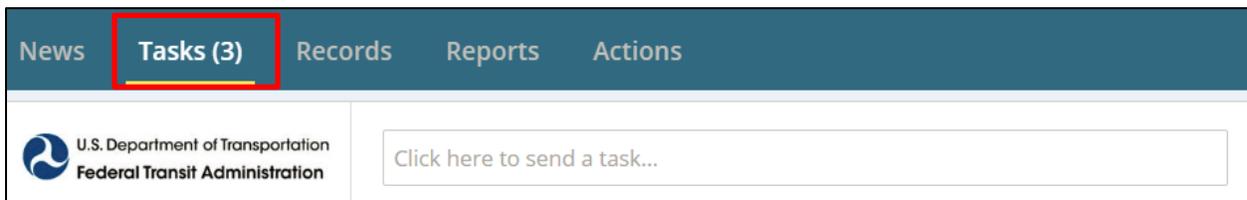
The completion of the Federal Financial Report is assigned as a task to the users with the 'FFR Reporter' user role.

6.3.2 Task: Complete and Submit FFR

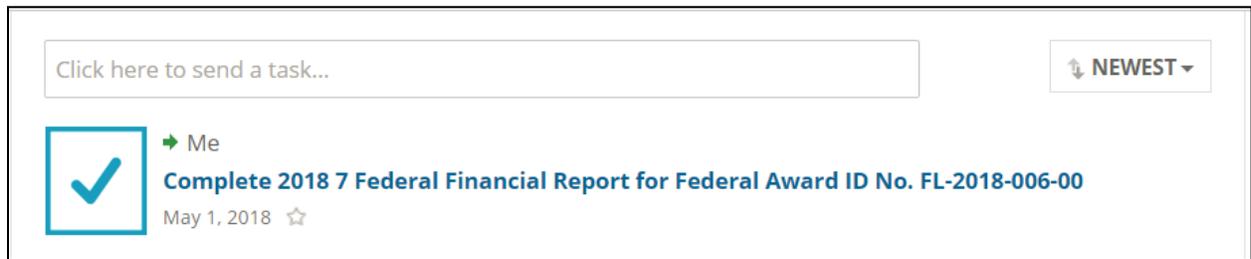
The task to complete the FFR will be assigned 30 days prior to their due date. Users will receive a system generated email notification that they have a task. The email goes to the FFR Reporter Group; therefore, everyone with the FFR user role will receive the task. The task will allow the FFR Reporter to complete and submit their Federal Financial Report.

A task will be issued for each active award. The number of Tasks assigned to a user will be visible next to the 'Tasks' tab.

1) After the FFR Reporter successfully logs on, click the 'Tasks' tab.



2) Select the task for the application and then accept the task. The format of the task reads: Complete [FY] [Report Frequency] Federal Financial Report' for Federal Award ID No.



3) The 'Input FFR Values' form will be displayed. You must accept the task to edit the fields.



Federal Financial Report (FFR) | Input FFR Values

Recipient Summary

Recipient ID 9900
Recipient Name Trams Transit Organization

Recipient DUNS 999999999
EIN Number 999999999

Award Summary

Federal Award ID Number (FAIN) FL-2018-006-00
Award Name New Transportation Route
FFR Reporting Frequency Required Monthly
Award Status Active (Executed)
Obligated Date 12/8/2017
Preaward Authority Yes, Preaward Authority utilized
 No, Preaward Authority not utilized

Federal Financial Report Summary

Report Type Monthly
Report Period April, 2018
Report Period Begin Date 4/1/2018
Report Period End Date 4/30/2018
FFR Report Status Work in Progress
Report Due Date 5/30/2018
Last Update By N/A
Last Update Date

Status Log

Status	Updated Date	Updated By
Work in Progress	5/1/2018	applan.administrator

- 4) At any point, you may click the ‘Close Task’ button on this form to return to the ‘Tasks’ tab without saving any changes and retain the task.

- 5) Complete the fields that need to be populated in the FFR.

Note: Refer to FTA’s current Award Management Circular 5010 for instructions and definition for information being requested in the FFR.

- 6) Complete fields as needed under the ‘Indirect Expense’ section.
- ‘Type’ drop-down menu options include: ‘Provisional’, ‘Predetermined’, ‘Final’, ‘Fixed’ and ‘N/A’.
 - ‘Rate’ field is a percent value.
 - ‘Base’ field a dollar value.
 - ‘Period From’ and ‘Period To’ fields allow the user to enter dates or display the date picker to select dates.
 - ‘Amount Charged’ is a dollar value field
 - ‘Federal Share’ a dollar value field.

Indirect Expense

Type: N/A
Rate: 0%
Base: \$0

Period From: mm/dd/yyyy
Period To: mm/dd/yyyy
Amount Charged: \$0
Federal Share: \$0

- 7) Enter dollar values into the ‘This Period’ fields for the following sections on the form:

Note: TrAMS will auto populate any \$ signs and commas when you click outside of the field.

- a) 'A. Federal Cash on hand at Beginning of Period'
- b) 'B. Federal Cash Receipts'
- c) 'C. Federal Cash Disbursements'
- d) 'F. Federal Share of Expenditures'
- e) 'G. 'Recipient Share of Expenditures'

A. Federal Cash on Hand at Beginning of Period		Cumulative \$0 Calculated by System
Previous	\$0	
This Period	<input type="text" value="\$0"/>	
B. Federal Cash Receipts		Cumulative \$0 Calculated by System
Previous	\$0	
This Period	<input type="text" value="\$0"/>	
C. Federal Cash Disbursements		Cumulative \$0 Calculated by System
Previous	\$0	
This Period	<input type="text" value="\$0"/>	
D. Federal Cash on Hand at End of Period (A + B - C)		Cumulative \$0 Calculated by System
Previous	\$0 Calculated by System	
This Period	\$0 Calculated by System	
E. Total Federal Funds Authorized		Cumulative \$145,220
F. Federal Share of Expenditures		Cumulative \$0 Calculated by System
Previous	\$0	
This Period	<input type="text" value="\$0"/>	
G. Recipient Share of Expenditures		Cumulative \$0 Calculated by System
Previous	\$0	
This Period	<input type="text" value="\$0"/>	

Note: You are allowed to **type in** negative numbers into any of the editable fields on the FFR. However, calculated fields **CANNOT** be negative.

E. Total Federal Funds Authorized		Cumulative \$145,220
F. Federal Share of Expenditures		Cumulative \$0 Calculated by System
Previous	\$0	
This Period	<input type="text" value="\$0"/>	
G. Recipient Share of Expenditures		Cumulative \$0 Calculated by System
Previous	\$0	
This Period	<input type="text" value="\$0"/>	
H. Total Expenditures (F + G)		Cumulative \$0 Calculated by System
This Period	\$0 Calculated by System	

Note: TrAMS calculates the total expenditures based on the award control totals.

- 8) You will also be able to enter dollar values into the 'Amount' fields for the following sections on the form:

- a) 'I. Federal Share of Unliquidated Obligations'
- b) 'J. Recipient Share of Unliquidated Obligations'

I. Federal Share of Unliquidated Obligations	Amount <input style="width: 90%;" type="text" value="\$0"/>
J. Recipient Share of Unliquidated Obligations	Amount <input style="width: 90%;" type="text" value="\$0"/>

- c) 'K. Total Unliquidated Obligations'
- d) 'L Total Federal Share'
- e) 'M. Unobligated Balance of Federal Funds'
- f) 'N. Total Recipient Share Required'
- g) 'O. Remaining Recipient Share to be Provided'

K. Total Unliquidated Obligations (I + J)	Amount <input style="width: 90%;" type="text" value="\$0"/>
L. Total Federal Share (F + I)	Amount \$0 <small>Calculated by System</small>
M. Unobligated Balance of Federal Funds (E - L)	Amount \$0 <small>Calculated by System</small>
N. Total Recipient Share Required	Amount \$145,220 <small>Calculated by System</small>
O. Remaining Recipient Share to be Provided [N - (G + J)]	Amount \$12,000 <small>Calculated by System</small>

Note: The total recipient share is derived from the award control total at the time the FFR is generated.

- h) 'P. Federal Program Income on Hand at Beginning of Period'
- i) 'Q. Total Federal Program Income Earned'
- j) 'R. Federal Program Income Expended in Accordance with the Deduction Alternative'
- k) 'S. Federal Program Income Expended in Accordance with the Addition Alternative'
- l) 'T. Federal Program Income Expended on Allowable Transit Capital and Operating Expense'
- m) 'U Federal Unexpanded Program Income'

P. Federal Program Income on Hand at Beginning of Period	Amount	\$0
Q. Total Federal Program Income Earned	Amount	\$0
R. Federal Program Income Expended in accordance with the deduction alternative	Amount	\$0
S. Federal Program Income Expended in accordance with the addition alternative	Amount	\$0
T. Federal Program Income Expended on allowable Transit Capital and Operating expense	Amount	\$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]	Amount	\$0
		Calculated by System
		<input type="button" value="CALCULATE TOTALS"/> <input type="button" value="CLOSE TASK"/>

9) Once you have completed entering all details, click the 'Calculate Totals' button.

On June 21, 2018, FTA made a modification to the FFR report form rules; it no longer allows the calculated value of Line D to be negative (see Note below). Please be aware that FFRs submitted before this date may show negative amounts.

Note: To avoid system validation errors while entering dollar values into the 'This Period' and 'Amount' fields, you must keep the following rules in mind for the FFR:

The sum of the value displayed under the 'Cumulative' field in 'G. Recipient Share of Expenditures' and the value provided for 'J. Recipient Share of Unliquidated Obligations' must be less than or equal to the value displayed for 'N. Total Recipient Share Required.'

You cannot input values in both 'R. Federal Program income expended in accordance with the deduction alternative' and 'T. Federal Program income expended on allowable transit Capital and Operating expense.' You will be allowed to enter a value for only one of these fields.

Each of the separate values entered for 'A. Federal Cash on hand at Beginning of Period,' 'B. Federal Cash Receipts,' 'C. Federal Cash Disbursements,' 'F. Federal Share of Expenditures,' and 'I. Federal Share of Unliquidated Obligations' cannot be greater than 'E. Total Federal Funds Authorized.'

The calculated value of 'D. Federal Cash on hand at End of Period (A + B - C)' cannot be negative.

The calculated value of 'O. Remaining Recipient Share to be provided [N - (G + J)]' cannot be negative.

10) The system will display the 'Confirm FFR Data' form. If you wish to return to the previous 'Input FFR Values' form to make changes, click on the 'Modify FFR Values' button.

Federal Financial Report (FFR) | Confirm FFR Data

Recipient Summary

Recipient ID  9900
<https://facestraining.flta.dot.gov/suite/tempo/records...>

Recipient DUNS 999999999
 EIN Number 999999999

Recipient Name Disneyland Transit Organization

Award Summary

Federal Award ID Number (FAIN)  FL-2016-001-00
<https://facestraining.flta.dot.gov/suite/tempo/records...>

Award Name RC - Application for MPR and FFR for user guide purposes only

FFR Reporting Frequency Quarterly

Award Status Active (Executed)

Obligation Date 2/1/2016

Preaward Authority Yes, Preaward Authority utilized
 No, Preaward Authority not utilized

Federal Financial Report Summary

Report Type Quarterly

Report Period Quarter 2 (Jan - Mar), FY 2016

Report Due Date 4/30/2016

Final Report? Yes, Final Report
 No, Not Final Report

Report Period Begin Date 1/1/2016

Report Period End Date 3/31/2016

Status Log

Status	Updated Date	Updated By
Work in Progress	2/17/2016	appian.administrator

Indirect Expense

Type 

Rate 0%

Base \$0

Period From

Period To

Amount Charged \$0

Federal Share \$0

- 11) Sections 'A' to 'U' will display the data entered in the previous step.
- 12) Once you have finished entering information for the FFR, click the 'Continue to Submission' button.

Financial Status			
Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	\$0	\$0	\$0
B. Federal Cash Receipts	\$0	\$0	\$0
C. Federal Cash Disbursements	\$0	\$0	\$0
D. Federal Cash on Hand at End of Period (A + B - C)	\$0	\$0	\$0
E. Total Federal Funds Authorized			\$145,220
F. Federal Share of Expenditures	\$0	\$0	\$0
G. Recipient Share of Expenditures	\$0	\$0	\$0
H. Total Expenditures (F + G)	\$0	\$0	\$0
I. Federal Share of Unliquidated Obligations			\$0
J. Recipient Share of Unliquidated Obligations			\$0
K. Total Unliquidated Obligations (I + J)			\$0
L. Total Federal Share (F + I)			\$0
M. Unobligated Balance of Federal Funds (E - L)			\$145,220
N. Total Recipient Share Required			\$12,000
O. Remaining Recipient Share to be Provided [N - (G + J)]			\$12,000
P. Federal Program Income on Hand at Beginning of Period			\$0
Q. Total Federal Program Income Earned			\$0
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			\$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			\$0

Continue to Submission
Modify FFR Values
Close Task

- 13) The 'Submit FFR' form will be displayed. Use the 'Back' button at the bottom of the form if you wish to return to the previous form.
- 14) Enter any comments for FTA into the 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed. The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. This is a required field.

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-2018-006-00	Award Name New Transportation Route
FFR Reporting Frequency Required Monthly	Award Status Active (Executed)
Preaward Authority <input type="radio"/> Yes, Preaward Authority utilized <input checked="" type="radio"/> No, Preaward Authority not utilized	Obligated Date 12/8/2017

Federal Financial Report Summary

Report Type Monthly	FFR Report Status Work in Progress
Report Period April, 2018	Report Due Date 5/30/2018
Report Period Begin Date 4/1/2018	Last Update By Jane Trams
Report Period End Date 4/30/2018	Last Update Date
Final Report? <input type="radio"/> Yes, Final Report <input checked="" type="radio"/> No, Not Final Report	

Status Log

Status	Updated Date	Updated By
Work in Progress	5/1/2018	applan.administrator

Recipient Remarks

Submission Remarks

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 Jane Trams
Submitted Date 5/10/2018

SUBMIT TO FTA
BACK
SAVE
CLOSE TASK

15) The ‘Submitted’ form will be displayed with the following confirmation message: ‘Federal Award ID Number [FAIN #] FFR for [FY] [Report Frequency] has been submitted to FTA.’

16) Click the ‘Close’ button. The system returns you to the ‘Tasks’ tab and the task link will now be removed from the task list.

Federal Financial Report | Submitted

✔ Success!

Federal Award ID Number FL-2018-006-00FFR for 2018 7 has been submitted to FTA.

CLOSE

6.4 Search for MPR or FFR Reports

To view the complete MPR and FFR reports (in progress, submitted or reviewed); they can be found under the ‘Actions’ tab.

To view read-only versions of previously submitted or draft FFRs and MPRs:

- 1) Click ‘Search FFR and MPR for Review’.
- 2) The ‘MPR and FFR Review | Search Criteria’ form will display. The following search fields can be used to narrow down your search for a specific report. Any required fields are marked with an asterisk.
 - a) The ‘Application/Award Fiscal Year’ field will limit the search to select report years.
 - b) The ‘Application/Award Status’ field will limit search based on the award status. Some example statuses are: Active (Executed), In-Progress, or Closed.
 - c) Select whether your award is ‘Active’ or ‘Closed’ from the drop-down menu provided under the ‘Active / Closed Award(s)’ field.

- d) Use the 'Application Number' field to enter a specific application/award number. You must include the dashes and the amendment extension.
- e) Select the 'Report Type' field to search for FFR or MPRs only, select "Any" to retrieve both types. *This is a required field.
- f) Select the 'Report Status' field to search for reports either "Work In Progress", Submitted, FTA Review Complete.
- g) Select one or more check boxes for the 'Report Period Type' field. *This is a required field.

Note: You must select "Initial" if you are searching for an initial award. Initial awards are not automatically pulled when selecting the 'ANY' option.

- h) The corresponding report period selections on the right side of the screen will become active as the check boxes are selected. You must select one or more report periods from the 'Report Period Annual,' 'Report Period Quarterly,' and/or 'Report Period Monthly' fields. Hold down the 'CTRL' key if you wish to select multiple report periods. All activated report period fields will require a selection.

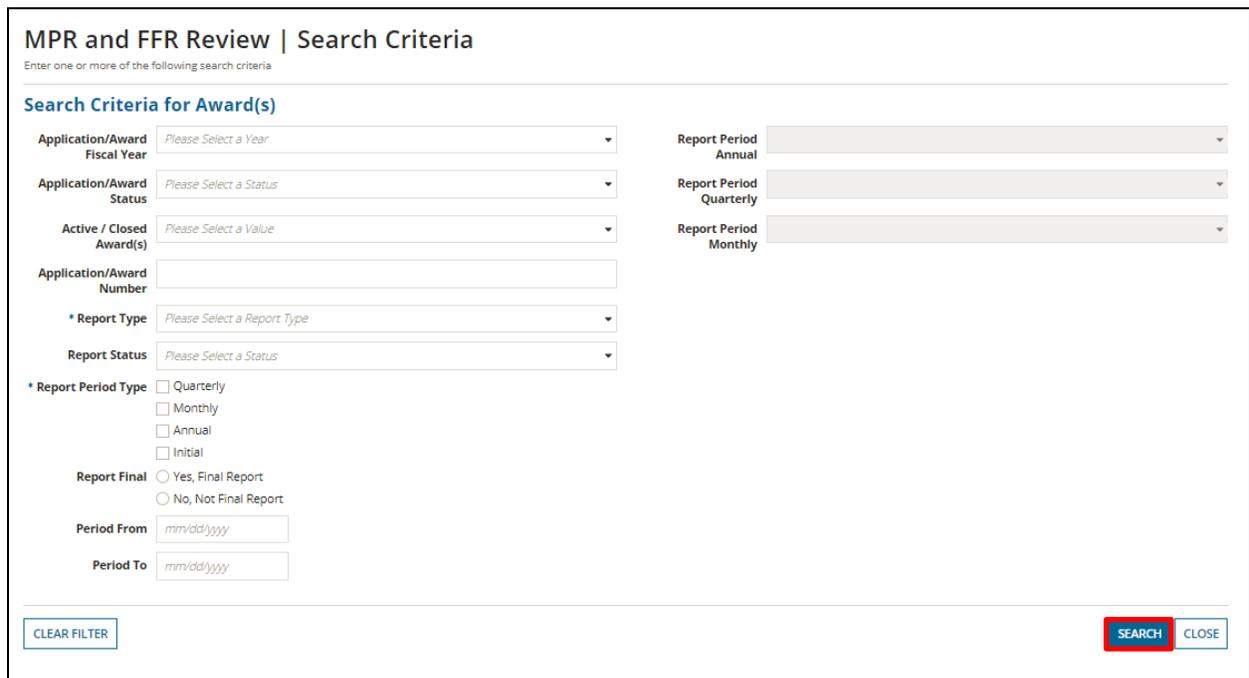
Note: Selecting 'Initial' does not activate any Report Period lists. You must select the Initial box to retrieve initial reports.

- i) Select a radio button option for the 'Report Final' field.

To search for reports within a given range of dates the user may use the 'Period From' field 'Period To' field to enter in a date or display a calendar picker to select a date from for the first date of a range.

Note: The 'Clear Filter' button on this form can be used at any time to wipe out all entered search criteria.

- 3) Apply the desired search criteria along with the required fields and click the 'Search' button.



MPR and FFR Review | Search Criteria
Enter one or more of the following search criteria

Search Criteria for Award(s)

Application/Award Fiscal Year <small>Please Select a Year</small>	Report Period Annual
Application/Award Status <small>Please Select a Status</small>	Report Period Quarterly
Active / Closed Award(s) <small>Please Select a Value</small>	Report Period Monthly
Application/Award Number	
* Report Type <small>Please Select a Report Type</small>	
Report Status <small>Please Select a Status</small>	
* Report Period Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Annual <input type="checkbox"/> Initial	
Report Final <input type="radio"/> Yes, Final Report <input type="radio"/> No, Not Final Report	
Period From <small>mm/dd/yyyy</small>	
Period To <small>mm/dd/yyyy</small>	

- 4) The ‘MPR and FFR Review | Search Results’ form will be displayed with results in grid format.

MPR and FFR Review | Search Results

Search Criteria Selected

Criteria selected for Award(s)
Award Fiscal Year: N/A
Active/Closed: N/A
Region:
Recipient Name: N/A
Recipient ID: '1168'
Award Number: N/A
Award Status: N/A

Criteria selected for FFR
Report Type: FFR
Reporting Period: 2018 Quarter 1;;
Report Status:
Report Period From: To:

Criteria selected for MPR
Report Type: MPR
Reporting Period: 2018 Quarter 1;;
Report Status:
Report Period From: To:

Search Results Based on the Selected Criteria

Only the first 26 search results returned. Please narrow your search criteria if the desired result does not appear.

	Recipient Name	Award Number	Report Period Type	Report Type	Report Period	Report Status	Report Last Updated By	Report Last Updated Date
<input checked="" type="checkbox"/>	WYOMING DEPARTMENT OF TRANSPORTATION	WY-37-X001-00	Quarterly	FFR	2018 Quarter 1	Work in Progress		1/1/2018 3:25 AM EST
<input type="checkbox"/>	WYOMING DEPARTMENT OF TRANSPORTATION	WY-81-0002-00	Quarterly	FFR	2018 Quarter 1	Work in Progress		1/1/2018 3:25 AM EST
<input type="checkbox"/>	WYOMING DEPARTMENT OF TRANSPORTATION	WY-81-X007-00	Quarterly	FFR	2018 Quarter 1	Work in Progress		1/1/2018 3:35 AM EST

VIEW SELECTED REPORT
BACK TO SEARCH
CANCEL

- 5) Select the check box for a report from the list and then click the ‘View Selected Report’ button to access a read-only version of the report.

Note: Only one report may be selected and viewed at a time. You can sort information by clicking on the header of any column (e.g. report period).

- a) Click the ‘Back to Search’ button if you wish to return to the previous search criteria form.
 - b) Clicking the ‘Cancel’ button returns you to the ‘Actions’ tab.
- 6) The selected FFR or MPR report title will display either:
- a) ‘MPR and FFR Review | Federal Financial Report (FFR)’ or
 - b) ‘MPR and FFR Review | Milestone Progress Report (MPR)’.
- 7) To view (and print) the report, click on the link displayed within the report. This will generate an html view/print document that you can save or open. Clicking on the ‘Close’ button on this form returns you to the previous search results

View/Print Reports

Current FFR FY 2018 Q1 Federal Financial Report for Application WY-37-X001-06

Recipient Remarks

Recipient Comments

No Comment Entered

FTA Review Remarks

Prior FTA Remarks

No Comment Entered

[VIEW MPR](#) [CLOSE](#)

8) Click the 'View FFR' or 'View MPR' button to view the related report.

Note: If a matching report does not exist, you will be presented with the 'There is no matching report' message.

Note that reports submitted under TEAM can be viewed and printed by clicking on the link to the applicable MPR or FFR document in the Document File Name column of either the 'Previous Milestone Progress Reports' or 'Previous Federal Financial Reports' section. Both the MPR and FFR are included in a single document with a file name starting with "MPR_Q." Only TEAM reports may also be found under the applicable Application Documents.

Previous Milestone Progress Reports					
Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
Milestones	Milestone Progress	MPR_Q_ [REDACTED].htm	Milestone Progress Report(3 Quarter, 2006)	Sep 21, 2006	TEAM Doc
Milestones	Milestone Progress	MPR_Q_ [REDACTED].htm	Milestone Progress Report(2 Quarter, 2006)	May 03, 2006	TEAM Doc

Previous Federal Financial Reports					
Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
Milestones	Milestone Progress	MPR_Q_ [REDACTED].htm	Milestone Progress Report(3 Quarter, 2006)	Sep 21, 2006	TEAM Doc
Milestones	Milestone Progress	MPR_Q_ [REDACTED].htm	Milestone Progress Report(2 Quarter, 2006)	May 03, 2006	TEAM Doc

6.5 Disadvantaged Business Enterprise (DBE) Report

A Semiannual DBE report must be completed and submitted by recipient organizations with a DBE goal. Recipients with the user role of Civil Rights will receive a task to submit the report 60 days prior to the due date (October 1 and April 1). Submission due dates are June 1 and December 1 of each fiscal year. FTA regional and HQ staff will review the reports and provide approval.

6.5.1 Search and View DBE Reports

You may view previously submitted DBE Reports for your recipient organization from the 'Reports' Tab.

1) Click 'Disadvantaged Business Enterprise (DBE) Report'.

- 2) The Disadvantaged Business Enterprise (DBE) Report' form will be displayed with search criteria fields. You will be able to complete the following fields:
 - a) Select a Recipient ID. If you are part of one TrAMS Organization your Recipient ID will be auto-populated. If you are part of multiple TrAMS Organizations you can select a Recipient ID from the drop down menu.
 - b) Select a DBE report status from the drop-down menu provided under the 'Status' field.
(New/Draft auto populates once a task is launched; and will display the red dot under the submitted column).
 - c) Select a DBE report fiscal year from the drop-down menu provided under the 'Fiscal Year' field.

Note: Reports prior to fiscal year 2016 cannot be modified.

- d) Select a DBE due date from the drop-down menu provided.
- 3) Once all search criteria have been entered, any applicable DBE reports will display in a table below.

Disadvantage Business Enterprise (DBE) Report

Recipient
1168

Status
Select a Status

Fiscal Year
2018

Due Date
Select a Due Date

[Clear Filters](#)

EXPORT TO EXCEL

Reports prior to fiscal year 2016 cannot be modified

Submitted	Recipient ID	Recipient Name	Cost Center	Fiscal Year	Submitted Date	Report Due Date	Status	Last Updated By	Details
-	1168	Transportation, Wyoming Department Of	78800	2018	N/A	6/1/2018	New/Draft	N/A	View

- 4) Click 'View' of the DBE Report you wish to see and scroll down the page to access a read-only version of the report within the DBE Report dashboard itself.
- 5) Click the 'Export to Excel' button if you wish to export the DBE Report information into an Excel Spreadsheet.

Disadvantage Business Enterprise (DBE) Report

Recipient
1168

Status
Select a Status

Fiscal Year
2018

Due Date
Select a Due Date

[Clear Filters](#)

EXPORT TO EXCEL

Reports prior to fiscal year 2016 cannot be modified

Submitted	Recipient ID	Recipient Name	Cost Center	Fiscal Year	Submitted Date	Report Due Date	Status	Last Updated By	Details
-	1168	Transportation, Wyoming Department Of	78800	2018	N/A	6/1/2018	New/Draft	N/A	View

VIEW/PRINT

[Download View/Print](#) ←

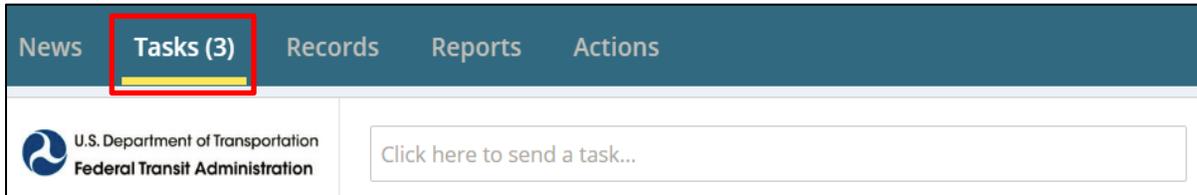
View Print DBE Report for - WYDOT - 15045 Fiscal Year - 2018 Report Period - Semiannual

- 6) Click the 'View/Print' button if you wish to generate a view/print document of the DBE report. The 'Download View/Print DBE Report' form will be displayed, which provides a link to open or save a local copy of the DBE report

6.5.2 Task: Complete and Submit Disadvantaged Business (DBE) Report

The number of Tasks assigned to a user will be visible next to the 'Tasks' tab. Only those with the Civil Rights User groups will receive the task.

- 1) After a user with the Civil Rights role successfully logs on, click the 'Tasks' tab.



- 2) Select the 'Complete FY [Fiscal Year] Semiannual DBE Report for [Recipient Name]' task and then accept the task.



- 3) The 'Complete [FY] Semiannual DBE Report for [Recipient Acronym]' form will be displayed.
 - a) The form will include a list of currently active awards
 - b) Click on the FAIN # link of an application record from the grid if you wish to view an application listed for your recipient organization.

View 2018 Semiannual DBE Report for TRAMS

Grantee ID 9900 Grantee Name Trams Transit Organization

▼ **Current Active Awards**

Application Number	Award Name	Fiscal Year
FL-2016-002-00	Sample Application for User Guide Demo	2016
FL-2016-003-00	Test Application for User Guide	2016
FL-2018-006-00	New Transportation Route	2017
FL-2018-007-00	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS	2018

▼ **DBE Uniform Report Summary**

Report Fiscal Year 2018	Report Status New/Draft
Report Period Semiannual: Report Due June 1	Last Updated By
Report Due Date June 1	Last Updated Date

The Report Summary Information and the DBE Goal information will auto populate. The DBE goals information is pulled from the Civil Rights module of the Recipient Organization.

Triennial DBE Goals	
Triennial DBE	Goal (%)
Race Conscious	10 %
Race Neutral	15 %
Overall Goal (%)	25 %

- 4) You will need to report on:
 - a) Prime contracts and subcontracts awarded
 - b) DBE Awards/ Commitments for this period broken down by ethnicity and gender
 - c) Payments made on ongoing contracts
 - d) Payments on Contracts completed this period.
- 5) Column totals and percentages will be performed automatically by the system
- 6) Validation errors will be displayed for any amounts that have been incorrectly entered for the report. All validation errors must be corrected before you will be able to proceed with report submission.
- 7) Click the 'Save' button at any time to save any changes entered on the form.

Prime Contracts and Subcontracts Awarded

Awards/Commitments Made During This Reporting Period:

	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs (\$)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	\$0	0	\$0	0	\$0	0	\$0	0	0 %
9. Sub Contracts Awarded / Committed This Period	\$0	0	\$0	0	\$0	0	\$0	0	0 %
10. Total			\$0	0	\$0	0	\$0	0	0 %

DBE Awards/Commitments This Period - Breakdown by Ethnicity & Gender

Awards/Commitments Breakdown By Ethnicity & Gender:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	\$0	\$0	\$0	0	0	0
12. Hispanic American	\$0	\$0	\$0	0	0	0
13. Native American	\$0	\$0	\$0	0	0	0
14. Asian-Pacific American	\$0	\$0	\$0	0	0	0
15. Subcontinent Asian American	\$0	\$0	\$0	0	0	0
16. Non-Minority	\$0	\$0	\$0	0	0	0
17. TOTAL	\$0	\$0	\$0	0	0	0

Payments on Ongoing Contracts (Report Activity of Ongoing Contracts)

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to DBE Firms	E. Total Number of DBE Firms Paid	F. Percent to DBEs
18. Prime and sub contracts currently in progress	0	\$0	0	\$0	0	0 %

Actual Payments on Contracts Completed This Period

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Needed to Meet Goals (Dollars)	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
19. Race Conscious	0	\$0	\$0	\$0	0 %
20. Race Neutral	0	\$0		\$0	0 %
21. Total	0	\$0		\$0	0 %

7) Once you have finished entering all dollar figures as needed, enter remarks into the 'Grantee Remarks' field. *This is a required field.

- 8) Click the 'Browse' button under the 'Upload Supporting Document' field if you wish to select a local file to upload as a supporting document. Click the 'Remove' link which appears after upload if you wish to remove your uploaded file.
- 9) Click the 'View/Print' button if you wish to generate a view/print document of the DBE report. The 'View/Print DBE Report' form will be displayed, which provides a link to open or save a local copy of the DBE report. Click the 'Close' button to return to the previous form.
- 10) Once finished, click on the 'Submit to FTA Region' button to proceed and submit the DBE report to FTA Regional Office staff for their review.

Status Log

Previous Status	New Status	Change Date	Changed By
No items available			

DBE Report Remarks

Grantee Remarks *

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)

Upload Document(s)

Upload Supporting Document

UPLOAD Drop file here

SAVE VIEW/PRINT SUBMIT TO FTA REGION

- 11) The 'Confirmation' form will be displayed with the following confirmation message: 'The [FY] Semiannual DBE Report for [Recipient Name] is submitted to regional FTA. Please click the Close button to complete your action.'

DBE Report | Confirmation

Confirmation

The 2018 Semiannual DBE Report for Transportation, Wyoming Department Of is Submitted to regional FTA

Please click the Close button to complete your action.

CLOSE

- 12) Click the 'Close' button. You will be returned to the 'Tasks' tab and the task link will now be removed from the task list

6.6 Appendix 6A: FFR/MPR and DBE Reporting Cycle Timeframes

Table 1 - Quarterly FFR/MPR Reporting Cycle Timeframes

Quarterly FFR/MPR Reporting Cycle	Months Covered	Task Issued	Due Date	Task Closes*
Quarter 1	Oct – Nov – Dec	January 1	January 30	March 31
Quarter 2	Jan – Feb - Mar	April 1	April 30	June 30
Quarter 3	Apr – May – June	July 1	July 30	September 30
Quarter 4	July - Aug - Sept	October 1	October 30	December 31

**Tasks are launched at 7:15 AM GMT; and Task closes and the period closes for FTA staff to review at 11:59 PM GMT. Tasks may not be modified after the report has been accepted by FTA. FTA regional and HQ staff will review the reports and provide approval.*

Table 2 – Annual FFR/MPR Reporting Cycle Timeframes

Annual FFR/MPR Reporting Cycle	Months Covered	Task Issued	Due Date	Task Closes*
Federal Fiscal Year	October 1 to September 30	October 30 of the next fiscal year	October 30 of the next fiscal year	September 30 of the next fiscal year
Example	October 1, 2017 to Sept. 30, 2018	October 1, 2018	Oct. 30, 2018	Sept. 1, 2016

Note: Federal Fiscal Year is October 1 to September 30;

**Tasks are launched at 7:15 AM GMT; and Task closes and the period closes for FTA staff to review at 11:59 PM GMT. Tasks may not be modified after the report has been accepted by FTA. FTA regional and HQ staff will review the reports and provide approval*

Table 3 - DBE Semi-Annual Reporting Cycles

DBE Reporting Cycle	Months Covered	Task Issued	Due Date	Task Closes*
Semi-Annual Report	Oct. 1 to March 30	April 1	June 1	NA
Semi-Annual Report	April 1 to Sept. 30	October 1	December 1	NA

Note: DBE Tasks may not be modified once the report has been accepted by FTA.