

Special Conditions Tip Sheet

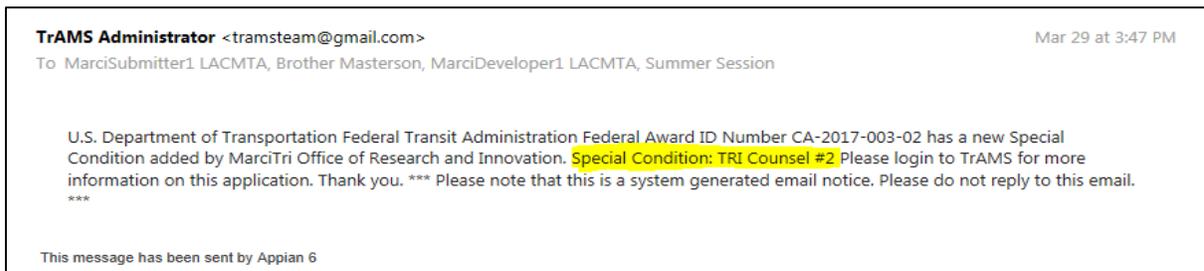
FTA has deployed a change that gives FTA grant managers the option to notify applicants when a special condition is added to an application. The change also allows users (FTA and applicants) to more easily view special conditions earlier in the application review process; previously, users could only view conditions after award. This document provides users with frequently asked questions and answers along with screenshots for reference to explain the new functionality.

When can I see Special Conditions on my draft application?

- Previously applicants could only see Special Conditions added to an application under FTA review once the application was awarded. Only once the application was awarded Part 6 of the application displayed with any special conditions.
- The enhancement to TrAMS allows applicants to see Special Conditions as they are added; and if needed discuss the conditions with their FTA point of contact.

How will I know when a Special Condition was added to my application?

- FTA has the option to notify the applicant (or not notify) when a Special Condition is added or when a conditions is modified. The notification is an email (similar to other TrAMS emails) and it will display the language of the Special Condition. The notification is sent to all users in the Developer and Submitter groups (if you have both roles, you may receive multiple emails). Example email:



Where can I view added Special Conditions?

You can view special Conditions added to your application:

1. The Application View Print will now display Special Conditions as they are added “Application Comments” under Part 5 of the application.
2. A new application level Related Action was added to provide a quick dashboard of conditions
3. Also displays in the existing Related Actions Application Review Comments

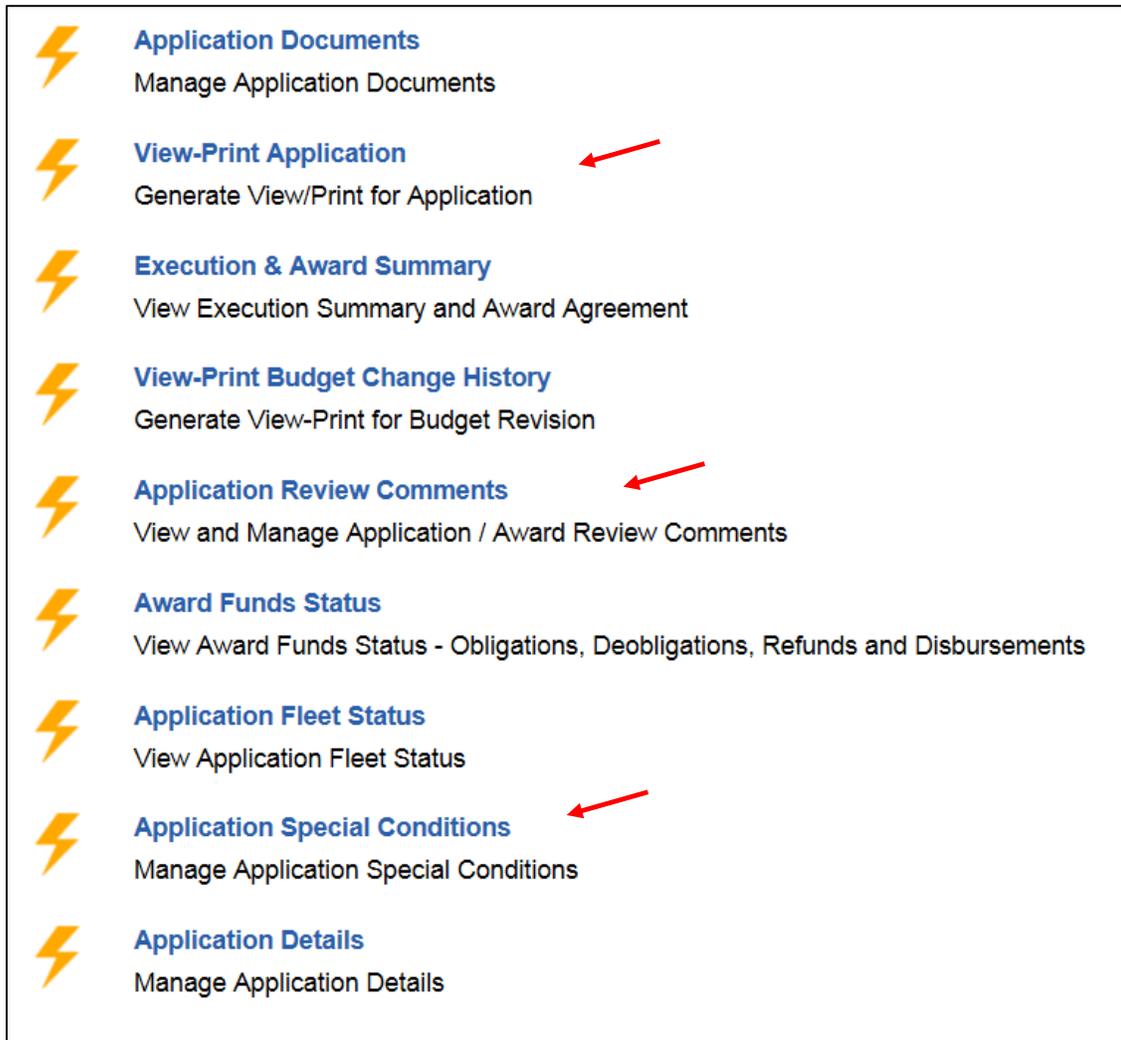
What else should I know about Special Conditions?

- FTA can add and modify special condition during initial and final review of the application; no changes can be made once the application is progressed to the Administrator for final concurrence and award.
- If you have questions about an added special condition, contact your FTA point of contact to discuss. All conditions must be satisfied as part of your award agreement.
- Special conditions are not typical for most awards. A condition may be applied when required for a specific FTA fund program (such as an FFGA or CIG program), to document specific an environmental mitigation, or other requirements as established between the awarding office and the recipient.

Special Conditions Tip Sheet

How to view Special Conditions

1. Once you have identified and populated the applicable application
2. Select the Related Actions in the side menu.
3. You can view the conditions using three different actions; each are explained below.
 - a. View Print Application
 - b. Application Review Comments
 - c. Application Special Conditions



The screenshot shows a vertical list of menu items, each preceded by a yellow lightning bolt icon. The items are: 'Application Documents' (Manage Application Documents), 'View-Print Application' (Generate View/Print for Application), 'Execution & Award Summary' (View Execution Summary and Award Agreement), 'View-Print Budget Change History' (Generate View-Print for Budget Revision), 'Application Review Comments' (View and Manage Application / Award Review Comments), 'Award Funds Status' (View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements), 'Application Fleet Status' (View Application Fleet Status), 'Application Special Conditions' (Manage Application Special Conditions), and 'Application Details' (Manage Application Details). Three red arrows point to the 'View-Print Application', 'Application Review Comments', and 'Application Special Conditions' items.

-  **Application Documents**
Manage Application Documents
-  **View-Print Application**
Generate View/Print for Application
-  **Execution & Award Summary**
View Execution Summary and Award Agreement
-  **View-Print Budget Change History**
Generate View-Print for Budget Revision
-  **Application Review Comments**
View and Manage Application / Award Review Comments
-  **Award Funds Status**
View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements
-  **Application Fleet Status**
View Application Fleet Status
-  **Application Special Conditions**
Manage Application Special Conditions
-  **Application Details**
Manage Application Details

Special Conditions Tip Sheet

1. Using the Application View Print Related Action

The Special Conditions will display in Part 5 of the application. Once the application is awarded it will also display in Part 6. (Future enhancement will help streamline the display to only populate in one location.)

Application Review Comments

Comment By tri.preawardmanager1

Comment Type FTA Post Review Comments for Grantee

Date 3/29/2017

Comment Please make changes

Application Conditions

Entered By tri.legalcounsel1

Condition Type Special Conditions

Date 3/29/2017

Condition jkfldkjfglkjdfglkjsd #1 TRI Counsel

Entered By tri.legalcounsel1

Condition Type Special Conditions

Date 3/29/2017

Condition TRI Counsel #2

2. Using the Application Special Conditions Related Action

Select the box and the information will populate below. This grid displays the narrative as well.

Temp App Number
5566-2017-6

Application Special Conditions

Select a condition to view the details

<input type="checkbox"/>	Condition Type	Entered By	Condition	Condition Date
<input type="checkbox"/>	Special Conditions	tri.legalcounsel1	TRI Counsel #2	Mar 29, 2017
<input checked="" type="checkbox"/>	Special Conditions	tri.legalcounsel1	jkfldkjfglkjdfglkjsd #1 TRI Counsel	Mar 29, 2017

Special Condition Details

Condition Type
Special Conditions

Entered By
tri.legalcounsel1

Special Condition
jkfldkjfglkjdfglkjsd #1 TRI Counsel

Special Conditions Tip Sheet

3. Using the Application Review Comments Related Action

Once the grid populates select the hyperlink to display the language.

Recipient Details		
Recipient ID 5566	Recipient Name LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY	
Application Details		
Application Number 5566-2017-6	Application Name Malaster Conditions Edit Ad Hoc DOL Testing	
Temp App Number 5566-2017-6		
Application Review Comments		
Select a comment to view the details		
Comment Type	Comment By	Comment Date
Application Details	tri.preawardmanager1	Mar 28, 2017
Application Details	tri.civilrights1	Mar 28, 2017
Project Overview	tri.legalcounsel1	Mar 28, 2017
Application Special Conditions		
Select a condition to view the details		
Condition Type	Entered By	Condition Date
Special Conditions	region9.legalcounsel1	Mar 28, 2017



Application Special Conditions		
Select a condition to view the details		
Condition Type	Entered By	Condition Date
Special Conditions	tri.legalcounsel1	Mar 29, 2017
Special Conditions	tri.legalcounsel1	Mar 29, 2017
Special Condition Details		
Condition Type Special Conditions		
Entered By tri.legalcounsel1		
Special Condition TRI Counsel #2		

