

# FTA

FEDERAL TRANSIT ADMINISTRATION

## FTA Region 4 Overview & TrAMS Pre-Award Functionality

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**Parris Orr, Community Planner**  
**Brittany Lavender, Community Planner**  
**Robert Sachnin, AICP, Community Planner**  
**Holly Liles, Community Planner**



U.S. Department of Transportation  
Federal Transit Administration

“The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees and subgrantees should refer to applicable regulations and statutes for requirements for FTA funding.

# Objectives

- Who is FTA Region IV
- What is this TrAMS system I hear about?
- How do I navigate TrAMS?
- How do I create an application in TrAMS?
  
- *Note: The purpose of this webinar is navigational TrAMS training; this does not include eligibility. In addition, other requirements may be needed depending on your application and funding type, etc.*

# Agenda

- FTA Region IV Overview
  - TrAMS System Overview
  - Live Demo
- *Note: The purpose of this webinar is navigational TrAMS training; this does not include eligibility. In addition, other requirements may be needed depending on your application and funding type, etc.*

# FTA Region IV Overview

# FTA

- The Federal Transit Administration (FTA) is an agency within the U.S. Department of Transportation (U.S. DOT).
- U.S. DOT falls within the Executive Branch of the Federal Government.
- FTA's programs are authorized in the Fixing America's Surface Transportation (FAST) Act, signed into law by President Obama on December 4, 2015.

# Overview of FTA Region IV

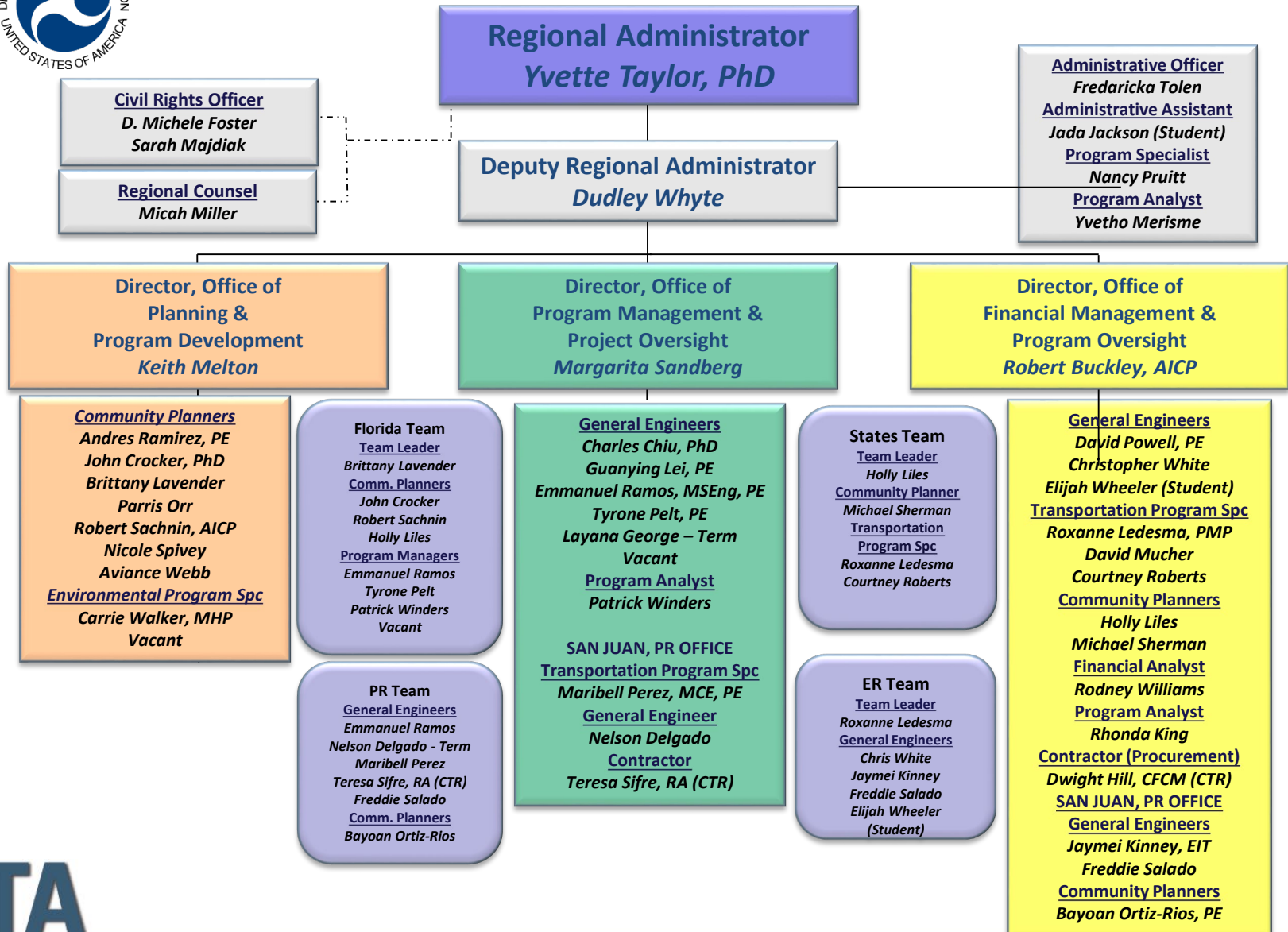


## Areas Served

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, The Commonwealth of Puerto Rico, and the United States Virgin Islands



# Federal Transit Administration Region IV, Organizational Chart



## FY2020 Region IV Awards

State	# of Applications	Amount Awarded	Percent of Applications Awarded	Percent of Funds Awarded
AL	29	\$ 159,756,143	6.00%	4.49%
FL	139	\$ 1,493,129,808	28.78%	42.00%
GA	44	\$ 778,005,069	9.11%	21.89%
KY	29	\$ 159,489,767	6.00%	4.49%
MS	14	\$ 87,642,399	2.90%	2.47%
NC	75	\$ 375,055,222	15.53%	10.55%
PR	43	\$ 123,013,441	8.90%	3.46%
SC	44	\$ 110,660,110	9.11%	3.11%
TN	64	\$ 266,811,658	13.25%	7.51%
VA	1	\$ 271,271	0.21%	0.01%
VI	1	\$ 856,111	0.21%	0.02%
<b>Grand Total</b>	<b>483</b>	<b>\$ 3,554,690,999</b>		



# TRAMS SYSTEM OVERVIEW

# The Basics – System & Browser

- TrAMS works in multiple browsers; your experience will differ based on browser and version.
- You can also use Tablet or Smart phone.
- Appian has an application you can download, but is not required to access TrAMS.



# Workflow & User Role Orientation

- A **Workflow** is a sequence of actions.
- A specific **User** (or **Role Group**) is responsible for completing each action.
- The **User Role** identifies who can do what actions.

# Workflow Notifications & Tasks

- **Notifications** are emails to identify an action that must be completed.
- **Tasks** are actions, listed in the Task Tab in TrAMS.
- Tasks and notifications go to **User Groups**; every user in a given user group will receive the task. Users will need to coordinate to determine who should “claim” the task.

# TrAMS Recipient Roles

TrAMS/Roles & Functions
User Manager
Developer
Submitter**
Civil Rights
Official**
Official**
Attorney**
Requires Official & Attorney Roles**
FFR Reporter
MPR Reporter
** Requires a PIN

# Roles

- User Manager
- Developer
- Submitter
- Official
- FFR/MPR Reporters
  - Additional information can be found at:  
<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/grantee-resources/teamtrams/22871/trams-recipient-user-guide-v1-2.pdf>

# User Manager

- The first POC in your organization!
  - Adds, edits, or removes roles and privileges for organ users
  - Edits agency point of contact (POC) and profile information
  - Deactivates and reactivates users
  - **Consider two User Managers**



\*When assigning roles that require a PIN (i.e., Submitter, Official, Attorney), the User Manager will be prompted to upload “Justification Documents.” This is the **Designation of Signature Authority Resolution**. A sample resolution may be found here:  
<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Delegation%20of%20Authority%20Sample%20for%20PIN%20User%20Roles.pdf>

# Developer

- Creates Applications
- Creates and edits applications and their details
- Validates draft applications
- Cannot Transmit and Submit
- Creates and edits post award activities





# Submitter

- Creates and edits applications AND can validate and transmit applications for review
- Implements post-award activities (amendments, budget revisions, and closeouts)



# Official

- Executes /cooperative agreements
- Certifies (PINs) the annual Certifications & Assurances



# FFR/MPR Reporter

- FFR Reporter
  - Prepares and submits Federal Financial Reports
- MPR Reporter
  - Prepares and submits Milestone Progress Reports



# FTA User Roles

- **FTA Regional Local Security Manager**

- May add User Manager permissions\* to an account
- May provide basic assistance to User Manager

\*To add the User Manager permissions to an account, the LSM must receive a **User Manager Designation form**. A sample form may be found here:

<https://www.transit.dot.gov/funding/grantee-resources/teamtrams/user-manager-template-word>

**Region 4 Local Security Manager:**

Fredaricka Tolen

Fredaricka.Tolen@dot.gov



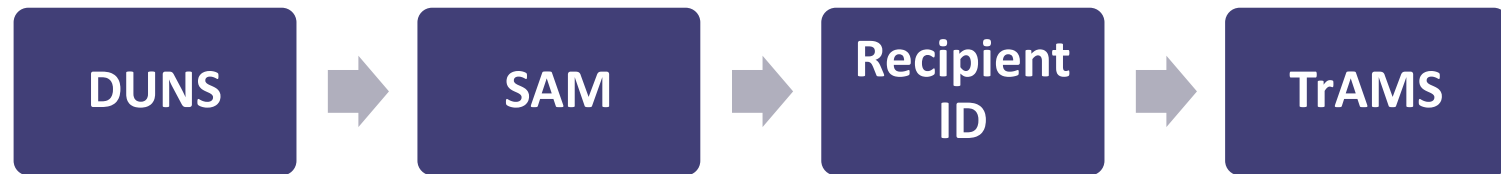
# FTA User Roles

Two key FTA User Roles to be aware of are:

1. Pre-Award Manager: This is the person who works with the recipient from application development to
2. Post-Award Manager: This is the person who works with the recipient after the .

*\*For some recipients, this may be the same person.*

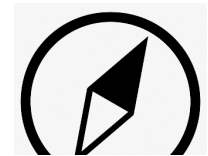
# Maintaining TrAMS Accounts Recipient Organizations



- TrAMS draws Recipient Organization information from active SAM (System for Management)
  - Recipient must make any required adjustments to Recipient Name, Address, etc. in SAM
  - Changes will be reflected in TrAMS
  - SAM.gov

# TrAMS Navigational Buttons

- **There is no “Save” Button.** Each module is intended to take you through a shorter sequence of steps and then save as you move to the next step of a workflow or to complete a workflow.
  - TIP: TrAMS will automatically log the user out; ensure work is saved in Trams or another file such as word.
- **Green Buttons** is generally the typical path to save and/or move forward in a workflow.
- **Cancel Button** generally means you do not want to complete an action.
- **Close Button** generally means you are done, and you leave the page/screen.



# FTA Lingo

- **In Progress:** Both the applicant and FTA can view and edit the document
- **Transmit** Initial Draft Application to FTA: Locked to the recipient, however FTA can edit and comment
- **Submit** Final, complete application submitted to FTA; locked to recipient





# FTA Lingo

- **Temporary FAIN** – number automatically assigned to TrAMS Application when draft is initiated in system
  - Example: 1101-2020-007
- **Federal Identification Number (FAIN)** – official number assigned to application by Pre- Manager just prior to submission of application in TrAMS
  - Example: GA-2020-003
- **Project** – mechanism within TrAMS application that allows separation of funding; assigned unique identifier and trackable in TrAMS
  - Example: GA-2020-003-01-00, GA-2020-003-02-00



# Recipient Screen



Transportation, Georgia Department Of | GEORGIA DOT | 1002

Summary

Applications/Awards

TrAMS Users

Locations

Designated Recipient

Suballocations

News

Related Actions

## TrAMS Profile Information

Recipient ID

1002

TrAMS Status

Active

- ✓ Recipient should ensure:
  - ✓ SAM is active
  - ✓ Civil Rights documents & programs are current or in review status
  - ✓ Certifications & Assurances PIN'd by designated official **and** attorney
  - ✓ Designated Recipient information in TrAMS Recipient Profile (as applicable)

# EMAILS!

- TrAMS generates a large number of emails, especially if a user belongs to multiple user groups.
- Consider using Outlook rules to manage your incoming TrAMS emails.



# FTA TrAMS Resources

- TrAMS Helpdesk:
  - Provides assistance where grantee training materials are unable to help
  - May troubleshoot system errors
    - Helpful to include screenshots of error, where applicable, when contacting the helpdesk
    - [FTA.TrAMS.Help@DOT.GOV](mailto:FTA.TrAMS.Help@DOT.GOV) (877) 561-7466
- TrAMS User guide:
  - <https://www.transit.dot.gov/funding/grantee-resources/teamtrams/trams-user-guide>
- FTA Region IV Training Materials
  - <https://www.transit.dot.gov/about/regional-offices/region-4/region-iv-trainings-workshops-conferences>
    - Checklist, Sample Applications, Recorded training, etc.

# Application Creation

Step 1: Create the Application

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graph TD; A[Step 1: Create the Application] --> B[Step 2: Create the Project]; B --> C[Step 3: Build the Project Activities]; C --> D[Step 4: Validate Each Project AND Step 5: Validate Application];
```

Step 2: Create the Project

Step 3: Build the Project Activities

Step 4: Validate Each Project AND

Step 5: Validate Application



*The example depicted here follows the Region 4 Sample 5307 Application, available in the Grantee Resources section of the FTA Region 4 website and available for download on this webinar.*