FTA

FEDERAL TRANSIT ADMINISTRATION

FTA Transit Award Management System (TrAMS)

Vol 8, TrAMS Data Reports

FTA Supplemental

Version 1.2

U.S. Department of Transportation
Federal Transit Administration

JULY 2018

i. Introduction and Overview

The Transit Award Management System (TrAMS) provides FTA staff in headquarters and regional offices with access to a suite of reports that help the agency query, analyze, and report information about approximately 2,000 grants and cooperative agreements and over $11 billion awarded each year.

As of June 2018, FTA staff have access to the following 17 reports:

- Application Budget by ALI Report
- Application Budget Report
- Application by Status Report
- Certifications & Assurances Completion Status Report
- Civil Rights Compliance Report
- Cumulative Formula Apportionment Report
- Deobligation by Funding Source Report
- Disadvantaged Business Enterprise (DBE) Report
- Discretionary Allocation Detail Report
- Disbursement Report
- FFR Detail Report
- FYOBL2 Report
- General Discretionary and Earmark Allocation Report
- MPR Detail Report
- OPERBUD Report
- Project Budget Report
- Project Scope Budget Report
- Recipient POC Detail Report
- TrAMS User Detail Report

Both FTA staff and recipient Users have access to Static Reports for information created in TrAMS as well as information created in TEAM and migrated into TrAMS.

Individuals who use TrAMS on behalf of FTA's recipients have access to a more limited set of reports.

This handbook provides a guide to TrAMS data reports for FTA TrAMS users who need to query and analyze information about FTA's grant making and grant management. It provides details on what information the reports contain, how the reports differ from one another, when an individual might want to use one report versus another. It provides a thumbnail sketch of each of the reports available in TrAMS including:

- Report description
- Why use this report
- Caveats/Notes
- Filter Criteria
- Key Data Elements
- Why certain fields may be blank
- Why some information may be repetitive

Individuals can use this handbook to gain a better understanding of the TrAMS reports, select the report(s) that provides the information that is most relevant to their needs, comprehend the data and information contained in the report and interpret the information correctly.

Locating TrAMS Reports

As of June 2018, most TrAMS data reports are located on the Actions tab. Six reports can be found on the Reports tab and we will transition the remaining reports currently on the Actions tab to the Reports tab over time. The Static Reports can be found on the Records tab.

Additional Ways to Query Information

In addition to using the Data Reports and Static Reports, TrAMS users can query for information via the following tabs:

Via the Actions tab

--Search for applications and awards
--Search for recipients
--Search for MPRs and FFRs to review and sign-off
--Search for State/UZA apportionments

Via the Records Tab

--Search for applications and awards
--Search for recipients
--Search for projects
--Search for users
--Search for State/UZA Apportionments

Application Funds Status for a specific award

--Displays obligated amounts and authorized disbursements
--Displays individual and cumulative Disbursements, refunds, and deobligations
--Displays unliquidated obligations
--Displays disbursement dates

Since querying for information using the above methods needs to be done one application, project, recipient, or user at a time, these methods are helpful for individuals who only need information about a small number of data elements in TrAMS. Users who need information on multiple data points should use the TrAMS reports.

TrAMS contains information in addition to what can be queried and downloaded via the Data Reports and Static Reports. As part of its ongoing improvement efforts, FTA will be refining existing queries and building additional reports in TrAMS. TPM and our TrAMS contractors also coordinate special, more customized queries of data and information not found in the TrAMS reports modules on an ad-hoc basis.

For more information on TrAMS reports, please contact the TrAMS help desk or FTA's Division of Grants Management (TPM-31).

ii. Change History

Version	Status	Date	Primary Author
1	**Initial Version**	**1/26/2016**	**David Schneider**
2	**Updates to add description of the Disbursement Report and general updates**	**1/27/2017**	**David Schneider**
3	**Updates to add description of the Certifications and Assurances report, DBE report, and general updates**	**7/6/2018**	**Jasmine Clemons, Marci Malaster, David Schneider, Nicholas Sun**

I. Reports Featuring Recipient Organizational Information

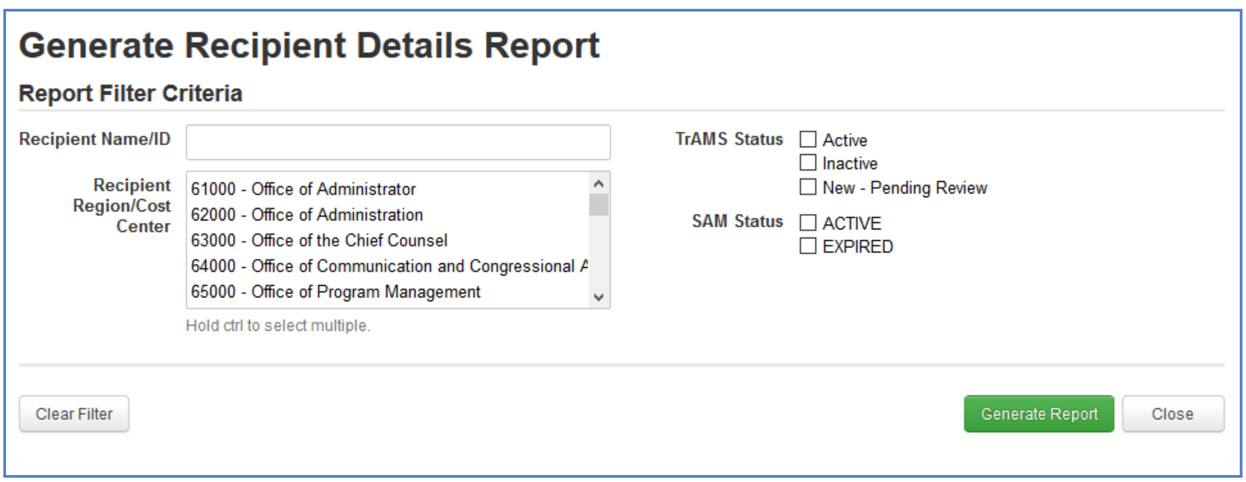
IA. The Recipient Details Report

Description: This report provides basic information about organizations that have been established in TrAMS, including all organizations that existed in TEAM and organizations newly established in TrAMS. This report can be found under the Actions tab.

Why use this report? To determine whether an organization has been set up in TrAMS to receive FTA funding, to learn whether an organization's System for Award Management (SAM) registration is current, and to learn where an FTA recipient is located.

Caveats/Notes: Information on the recipient name, DUNS number, and address is pulled from SAM into TrAMS, therefore any incorrect information in SAM will also be incorrect in TrAMS (the recipient can update their information in SAM and the correct information will be brought into TrAMS).

Filter Criteria: Users can select a specific recipient to search (either by the four-digit ID or by the recipient name) or can search for all organizations in an FTA HQ Office or Region. Users can also filter by TrAMS Status, and SAM status.



Some Key Data Elements: Recipient ID, Recipient Name, Recipient Address, Organization Type, SAM Status, SAM Expiration Date, DUNS Number, ECHO Number

Blank Fields: If a recipient has not populated the **Address Line 2** in SAM this field will be blank. ECHO number will be blank if they only receive cooperative agreements.

Repetitive Records: There should be one row per organization in the spreadsheet.

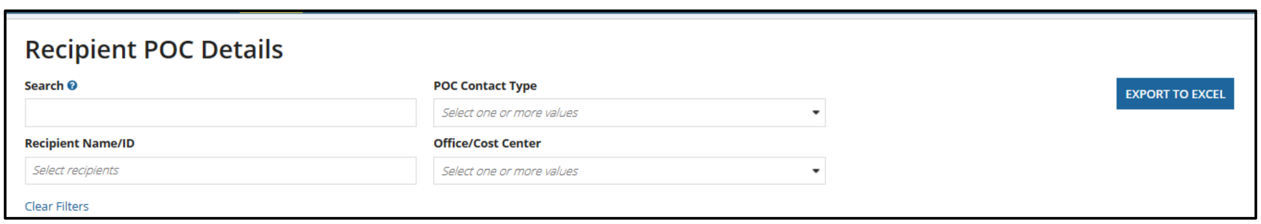
IB. The Recipient Points of Contact (POC) Details Report

Description: This report provides information on individuals who are listed as points of contact (POC) for organizations who use TrAMS along with their title, contact information, and the subject matter that the individuals are responsible. This report is located under the Reports tab.

Why use this report? To determine which individuals working for a recipient are the points of contact for various areas and to get in touch with these individuals.

Caveats/Notes: At the time of deployment, the information in this report was originally entered by a recipient staff person and was migrated from TEAM to TrAMS. Information may be incorrect or outdated if the information was entered in TEAM and never updated. Likewise, any new information entered into TrAMS may be stale at the time the report is generated if not updated by the Recipient's User Manager. In 2018, FTA reached out to recipient user managers to request that they review and update POCs. FTA Local Security Managers can also update POCs.

Filter criteria: Users can select a specific recipient to search (either by the four-digit ID or by the recipient name) or can search for a specific person who is a POC. Users can search for all organizations in an FTA HQ Office or Region. Users can also filter by POC Contact Type.



Some key data elements: Point of Contact Name, Title, Email Address, Telephone number, whether the recipient is the point of contact for grants, general FTA issues, or various civil rights requirements.

Blank Fields: If an individual did not fill in all POC form fields in TEAM or TrAMS, these fields will be blank.

Repetitive Records: Because most organizations in TrAMS have multiple points of contact, it is common for the Recipient ID, Recipient Name, and Recipient Office/Region columns to include duplicate records.

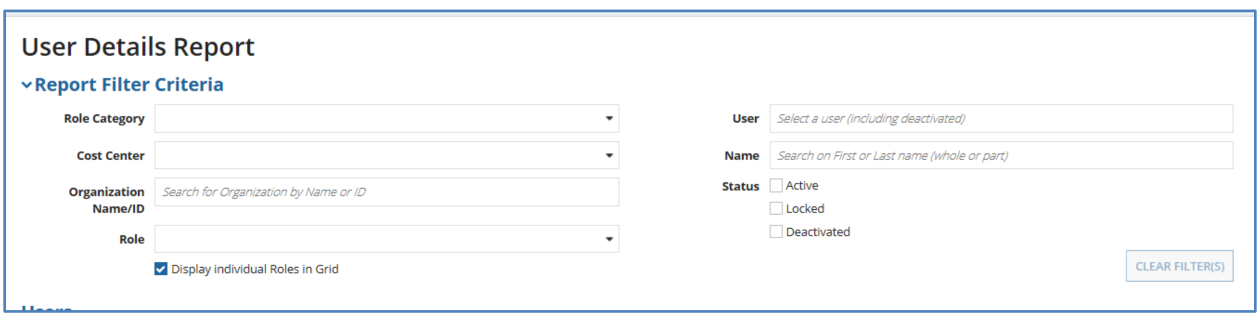
IC. The User Details Report

Description: This report provides information on individuals who work for FTA and recipients who have been given access to use TrAMS. The report also includes assigned TrAMS roles. This report can be found under the Reports tab.

Why use this report? To determine whether an individual has been granted access to TrAMS, which FTA Office or recipient he/she has associated with and the users' roles.

Caveats/Notes: Information on FTA Users' name, contact information, and title comes from the U.S. DOT active directory, which is synced with TrAMS. FTA contractors who have been given read-only access to certain recipients will show up in reports of users associated with specific recipients.

Filter criteria: Users can search for information associated with a specific individual or for all TrAMS users associated with a specific recipient or FTA cost center. Users can also search for FTA users vs. recipient users vs. other types of users and can search for users with a specific role, such as all FTA users with the "reservationist" role. Users can also search for whether a user is active, locked or deactivated.



Some key data elements: First and last name, title, user roles, recipient ID (if applicable), cost center, status (such as active or locked).

Blank Fields: If a recipient's contact information was not entered in TEAM or in TrAMS the contact information fields may be blank. If a recipient has not yet been certified the Certified Date and Certified By fields will be blank (User Certification is conducted annually). For FTA Users, the Recipient ID field will be blank.

Repetitive Records: If a user is associated with multiple recipients and/or with multiple FTA cost centers there will be multiple roles featuring the user's name and contact information.

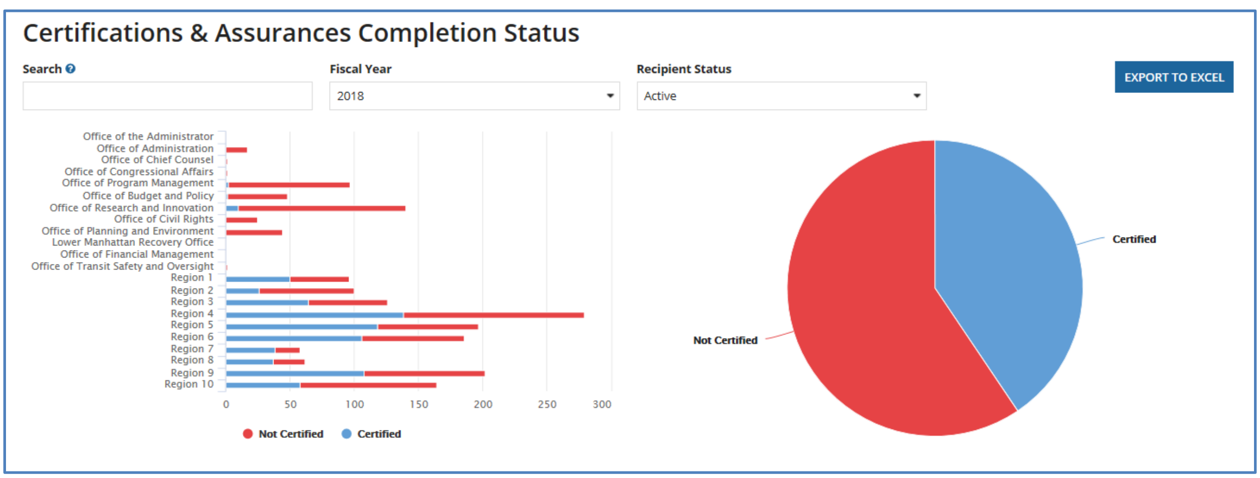
ID. The Certifications and Assurances Completion (C&A) Status Report

Description: This report, which displays in a dashboard and can be exported to Excel, provides information on which recipients have completed their annual certifications and assurances (C&A) in TrAMS for a given fiscal year. The C&A Status report can be found under the Reports tab.

Why use this report? To determine whether a recipient has completed its annual certifications and assurances. The report identifies who submitted the C&As on behalf of the recipient and which categories were certified.

Caveats/Notes: The C&A completion report will only provide results for a given fiscal year after the annual C&As are loaded into TrAMS, which usually takes place in the first or second quarter of the fiscal year. If a recipient uploaded its C&A documents in paper format but did not PIN the C&As in TrAMS, the report will not indicate that the C&As were completed. Only the past ten years will display, provided the C&As were submitted and PINed in TEAM or TrAMS.

Filter criteria: Use the search field to query for all recipients in a given cost center or search for a specific recipient by entering either the ID or acronym. Users can also search recipients that have or have not completed their C&As for a given fiscal year.



Some key data elements: Recipient ID, name, and acronym, original and latest certification date, name(s) of individuals certifying on behalf of the recipient, and individual provisions that were or were not certified.

Blank Fields and Repetitive Records: Users should not expect to see repetitive information or blank fields in this report. "N/A" will display if information is not available.

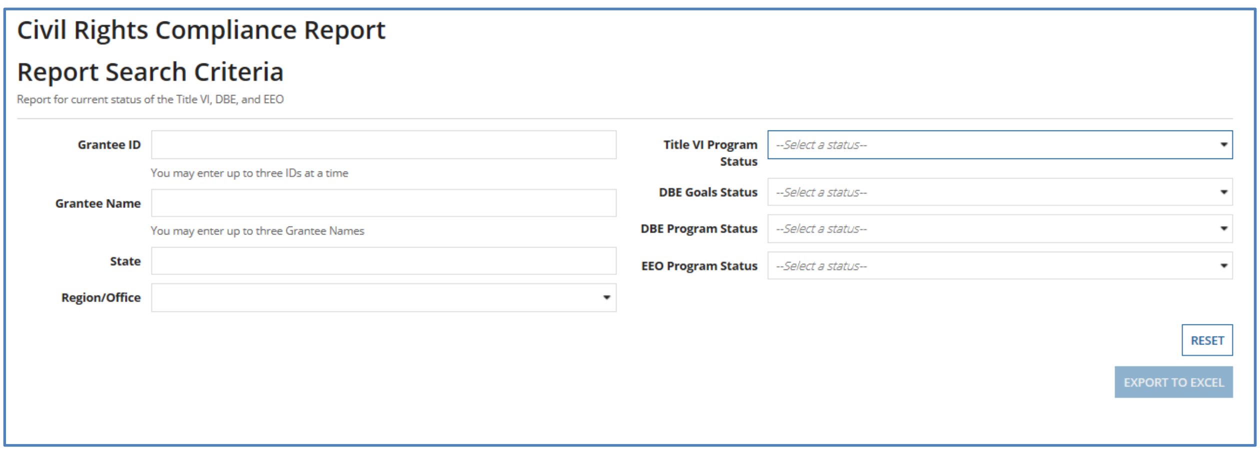
IE. The Civil Rights Compliance Report

Description: This report provides users with information on whether a recipient has submitted its civil rights reports and disadvantaged business enterprise goals and when this information is due. This report can be found under the Reports tab.

Why use this report? FTA staff in the Civil Rights Office and Regional Offices may want to run this report periodically and/or prior to awarding grants or cooperative agreements to a given recipient to determine whether a recipient has submitted the civil rights program information that they are required to submit

Caveats/Notes: Not all recipients are required to submit all the civil rights program information that can be found in this report. Check with the FTA Office of Civil Rights for more information on which recipients are required to submit which information. Also, recipients do not have access to this report in TrAMS.

Filter criteria: Users can filter for civil rights program for a specific grantee or multiple grantees in an FTA region or office. Users can also filter for specific civil rights program information.



Some key data elements: Recipient name, organization type, FTA cost center, program status, submission date, due date, expiration date, FTA concurrence date, and DBE goal information.

Blank Fields: If a recipient is not required to submit certain civil rights program information, the cells pertaining to this information may be blank.

Repetitive Records: There should be one row per recipient.

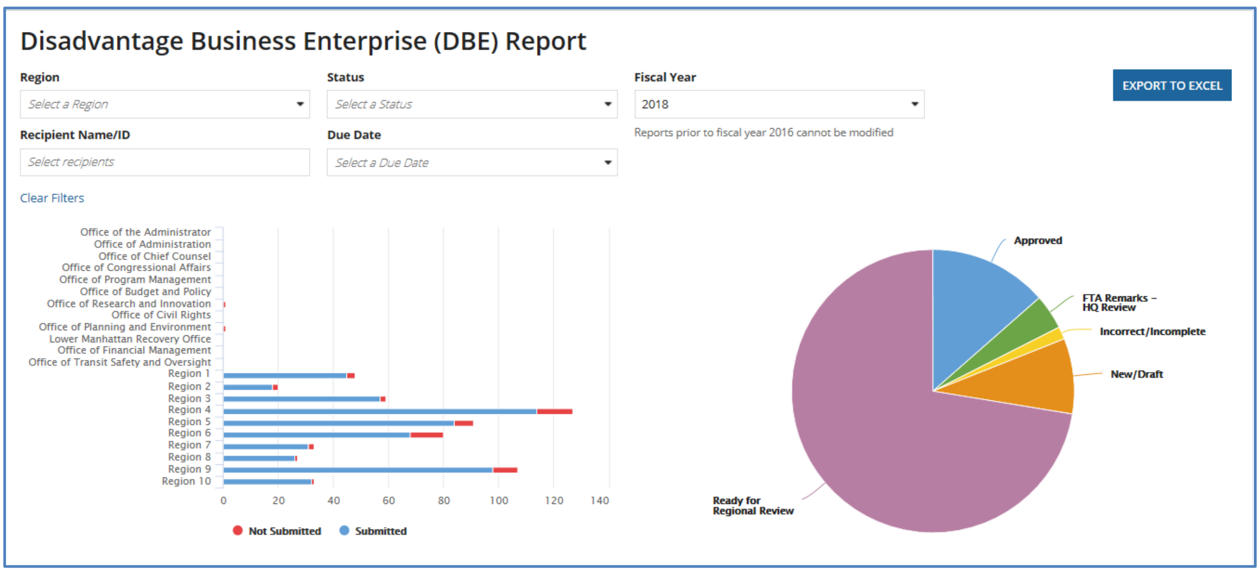
IF. The Disadvantaged Business Enterprise (DBE) Report:

Description: This report provides information on the status of semi-annual Disadvantaged Business Enterprise (DBE) reports submitted by recipients as well as the detailed information in each DBE report, including DBE goals, information on prime contracts and subcontracts awarded, DBE awards/commitments and contract payments. This report is found under the Reports tab.

Why use this report? FTA Office of Civil Rights staff use this report to analyze DBE report submission and review rates and grantee compliance with DBE requirements. Recipient staff may use this report to monitor their own DBE report submissions and the current status of these reports.

Caveats/Notes: Recipients staff will only have access to their agency's DBE reports.

Filter criteria: Users can use the search field to filter the report for specific recipients or all recipients within an FTA region/office or by reporting status as well as by fiscal year. Users can also click on the bar chart and pie chart sections to filter information.



Some key data elements: Recipient name, ID and cost center, report period, due date, status, and update date, race conscious and race neutral goals, and demographic information related to DBE awards and contract payments.

Blank Fields: If a DBE report has not yet been submitted or does not include certain information there would be blank fields in the DBE excel report.

Repetitive Records: This report should produce one row per recipient per report.

II. Reports Featuring Information about Application Processing

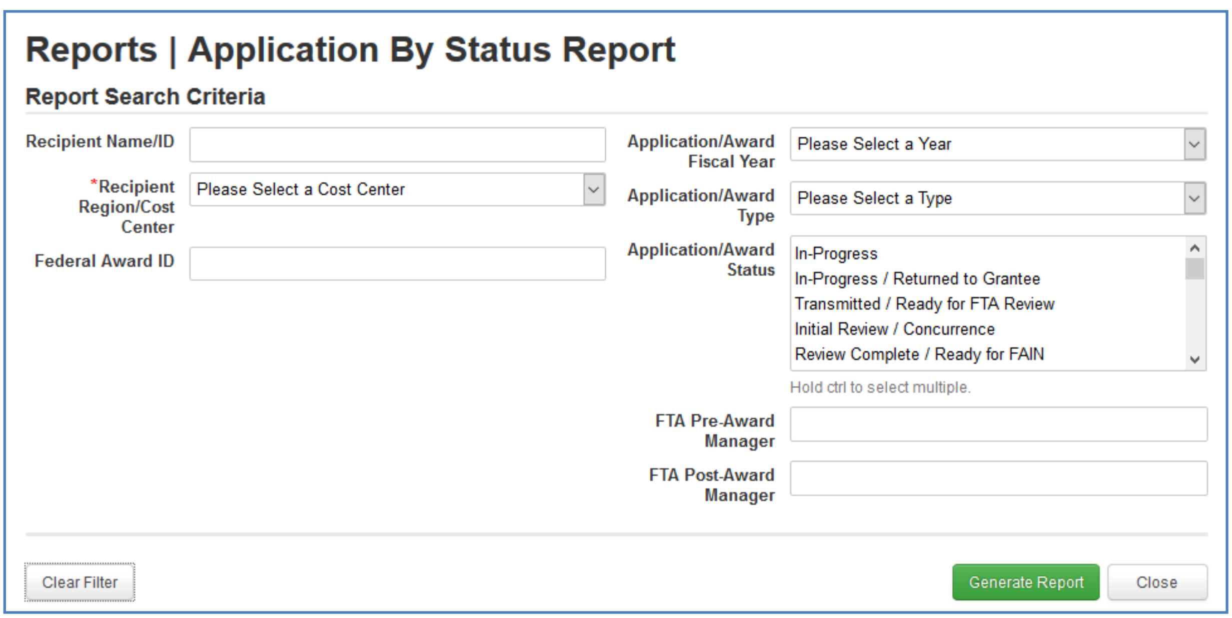
IIA. The Application by Status Report

Description: This report provides information on the status of grant and cooperative agreement applications in the FTA application review pipeline, beginning with creation through transmission to FTA and on to execution as well as the status of post-award actions such as budget revisions and closeout amendments. This report can be found under the Actions tab.

Why use this report? To determine the status and application, who has last reviewed it, and what reviews still need to occur prior to award. To analyze the extent to which applications are in various stages of the review process.

Caveats/Notes: This query can be run for applications processed in in TrAMS and TEAM, however, not all data elements will display for applications processed in TEAM. If a type of concurrence such as technical review, civil rights review, or director of operations was not required for an application, there will be an “N/A” in the cell pertaining to that review. If an application did not need to be sent to DOL for certification, the report will also display an “N/A”.

Filter criteria: Users can search for applications pertaining to a specific recipient or for all applications in an FTA region or HQ office. Users can also search for all applications assigned to a specific pre-award or post-award manager (for applications processed in TrAMS) as well as all applications that are in a particular status.



Some key data elements: Recipient name, recipient date, Federal Award Identification Number (FAIN), pre-award and post-award manager, date transmitted, date FAIN assigned, date submitted, date sent to DOL, DOL certification date, dates that various internal concurrences were logged. In 2017, this report was enhanced to add the Application Created date and the period of performance end date.

Blank Fields: If an action on application has not yet taken place (such as if an application has not been awarded or received various concurrences) the fields pertaining to these actions will blank. TEAM grants will display blank fields for the pre-award or post-award manager assigned to the application, the date that the application was transmitted to FTA or the date the FAIN was assigned

Repetitive Records: There should be only one row per application/award in this report.

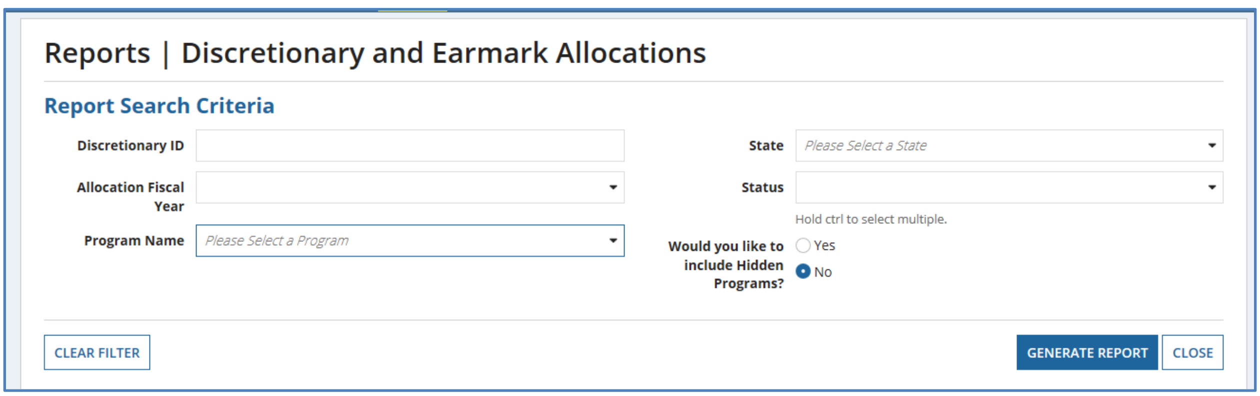
III. Reports Featuring information about Discretionary Allocations and Earmarks

IIIA. The General Discretionary and Earmark Allocation Report

Description: This report provides information about the status of discretionary program allocations announced by FTA and earmarks included in Congressional appropriations. This report can be found under the Actions tab.

Why use this report? To track the status of FTA's discretionary allocations, including which allocations have been reserved ad awarded and the amount of the allocation that has been unobligated and unobligated, to date.

Filter criteria: Users can search for a specific allocation based on its Discretionary ID or search for all allocations under a specific program or in a specific state. Users can also query based on allocation status categories.



Some key data elements: Discretionary ID, Discretionary Allocation Year, Unobligated Balance, Status.

Blank Fields: If a FTA program manager was not provided as part of the discretionary ID upload or notes or regional comments are not populated in TEAM or TrAMS, this information will not appear in the report.

Repetitive Records: There should be only one row per discretionary allocation in this report.

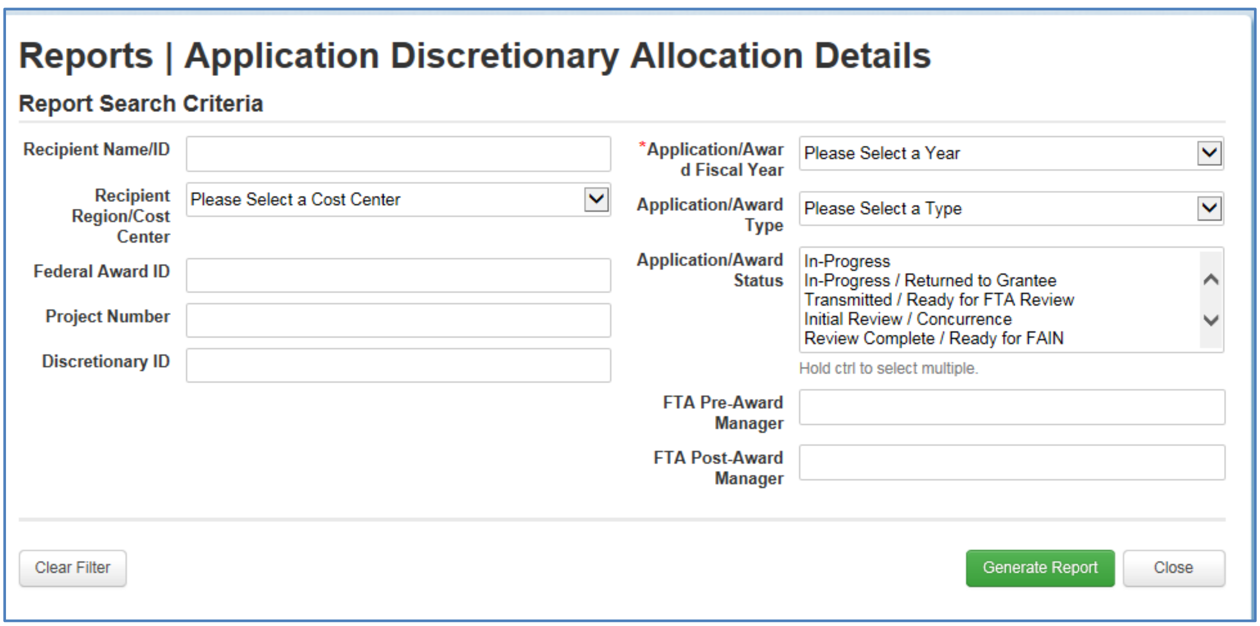
IIIB. The Discretionary Allocation Detail Report

Description: This report provides information on the specific grants or cooperative agreements that contain discretionary allocations/earmarks along with the status of the application and whether the funds have been awarded. This report can be found under the Actions tab.

Why use this report? To track the status of FTA's discretionary allocations, including which specific grants or cooperative agreements the allocations are associated with and the status of these grants.

Caveats/Notes: In the case of applications created in TrAMS, this report will track the specific project within an application/award the allocation is associated with. For applications created in TEAM, the report will associate the allocation with the award as a whole.

Filter criteria: Users can search for a specific allocation based on its Discretionary ID or search for all allocations associated with a specific recipient, application/award, or project. Users can also query based on allocation status categories.



Some key data elements: Discretionary ID, Recipient Name, Federal Award ID, Discretionary ID, Discretionary ID amount applied, Obligation Date, Total Obligation Amount.

Blank Fields: If deobligations or closeouts have not occurred, this information will be blank in the report. For TEAM grants, the pre-award and post-award manager fields will be blank.

Repetitive Records: There will be repetitive records if a single application contains multiple discretionary allocation IDs.

IV. Reports Featuring Detailed Budget Information about Applications/Awards, Projects, and Budget Scopes

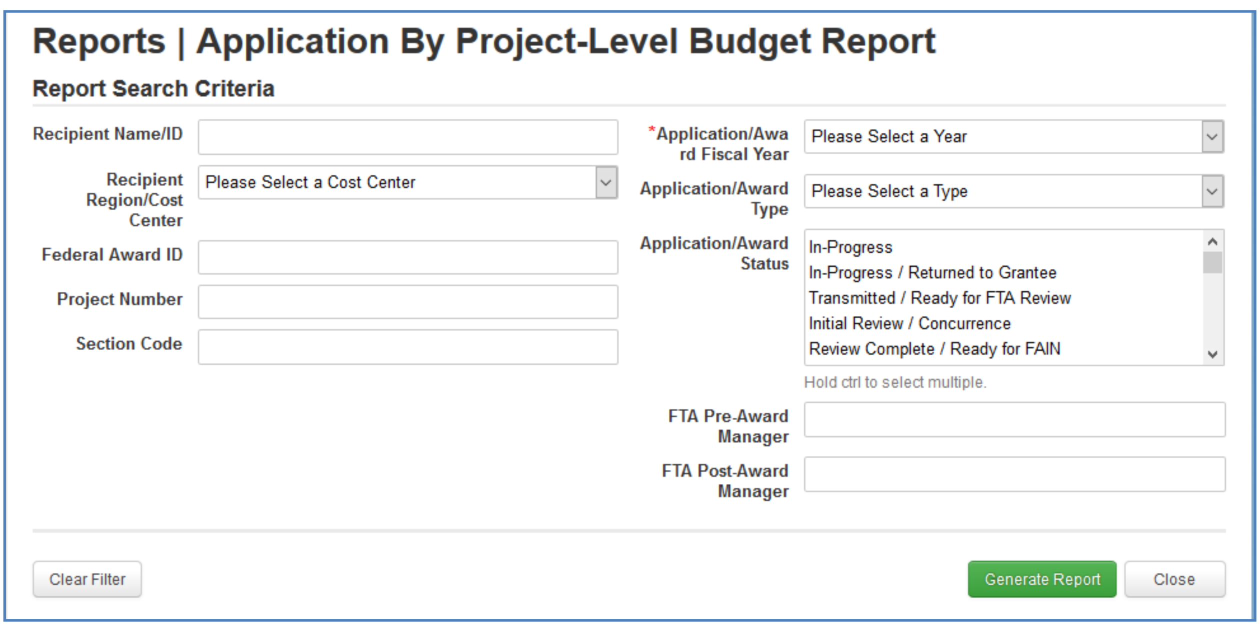
IVA. The Project Budget Report

Description: This report provides information about specific projects within FTA grants and cooperative agreements if the application was created in TrAMS. This report can be found under the Actions tab.

Why use this report? To analyze FTA funding for specific public transportation projects (as defined by the recipient in their application for funding), which FTA grant programs are funding these projects, and the extent to which FTA funds for this projects have been disbursed to the recipient.

Caveats/Notes: This report is best used in searches for grants created and awarded in TrAMS because TrAMS gives applicants the ability to include multiple projects in a single application. Users can run this report for TEAM awards; however, TEAM grants or cooperative agreements are equivalent to a single project. The project information provided will be the same as running an award level report.

Filter criteria: Users can filter for a specific award, a specific project within an award (based on the project number) or for all projects for a specific recipient or in applications/awards in a specific FTA office or region or in multiple regions, among other filter criteria.



Some key data elements: Recipient name, FAIN, project number, project name, Section Codes, total project FTA amount, total project eligible cost, total disbursed amount. In 2017, we added columns to the report for the project start and end date.

Blank Fields: If certain actions on applications (such as reservation, obligation, disbursement, or deobligation) have not taken place, these fields will be blank.

Repetitive Records: Because applications developed in TrAMS can contain multiple projects, it may be common to see duplicate rows pertaining to the Recipient and FAIN number (one row per project). In addition, since "Super Grants" in TrAMS can contain multiple funding sources per project, it is possible to see duplicate rows per project name and project number for the same application (one row per FTA funding source).

IVB. The Project Scope Budget Report

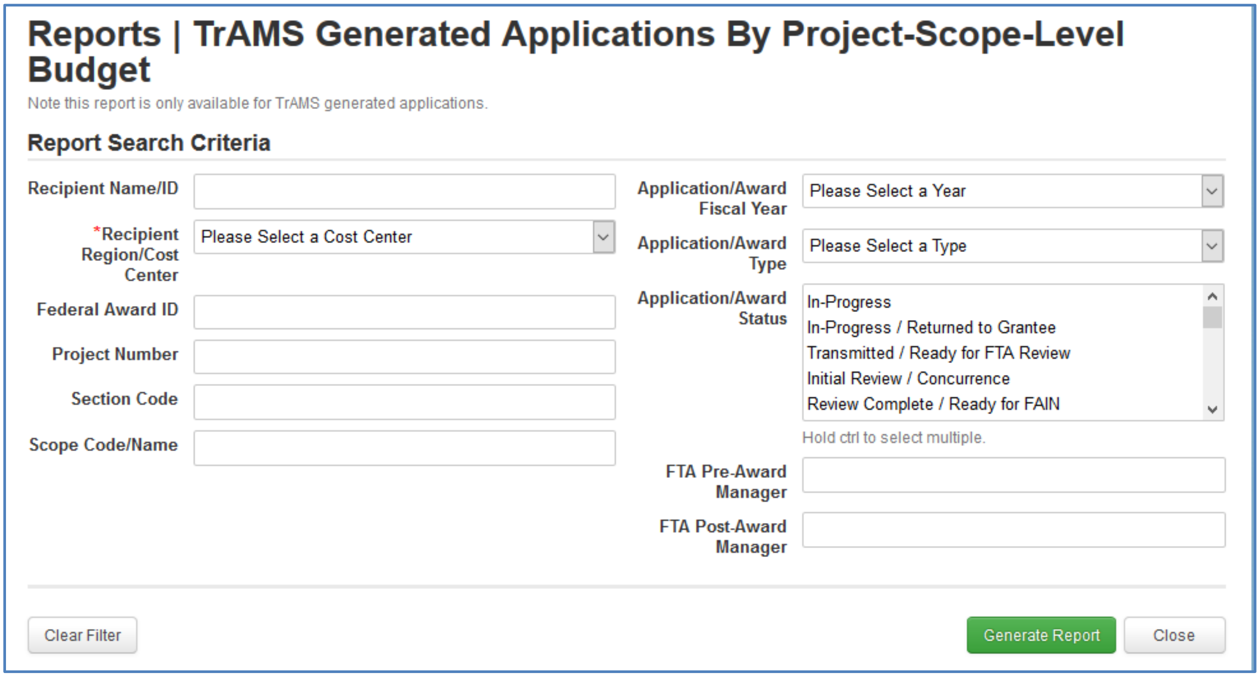
Description: This report provides information on FTA funds awarded and disbursed for specific public transit projects and for specific budget scope codes (such as rolling stock, operating assistance, fixed guideway construction, etc.) if the applications were created in TrAMS. This report can be found under the Actions tab.

Why use this report? To analyze FTA funding for specific public transportation projects (as defined by the recipient in their application for funding) and to understand and communicate whether FTA made payments made for specific goods and services defined by the budget scopes in the grant. If FTA funded two projects in an award grant and made a payment to the recipient from that grant, this report will allow FTA to understand and communicate how much was obligated to the project (or whether the payment went for both projects and the amount paid for each project).

Likewise, if FTA awarded a grant for rolling stock and for fixed guideway construction and made a payment to the grantee, this report will allow FTA to understand and communicate wither the payment was for the rolling stock or for the fixed guideway construction (or for both, and the amounts for each).

Caveats/Notes: This report will generate results for TrAMS applications (FY 16 and future fiscal years). It will not generate results for applications developed in TEAM (FY 15 or prior fiscal years).

Filter criteria: Users can filter for a specific award, a specific project within an award (based on the project number) and by a specific scope code name and/or funding source. Users can also query for all projects for a specific recipient or in applications/awards in a specific FTA office or region or in multiple regions, among other filter criteria.



Reports | TrAMS Generated Applications By Project-Scope-Level Budget

Note this report is only available for TrAMS generated applications.

Report Search Criteria

Recipient Name/ID

*Recipient Region/Cost Center: Please Select a Cost Center

Federal Award ID

Project Number

Section Code

Scope Code/Name

Application/Award Fiscal Year: Please Select a Year

Application/Award Type: Please Select a Type

Application/Award Status:
In-Progress
In-Progress / Returned to Grantee
Transmitted / Ready for FTA Review
Initial Review / Concurrence
Review Complete / Ready for FAIN

Hold ctrl to select multiple.

FTA Pre-Award Manager

FTA Post-Award Manager

Clear Filter | Generate Report | Close

Some key data elements: Recipient name, FAIN, project number, project name, Section Codes, Scope Code, Scope Name, total project FTA amount, total project eligible cost, total disbursed amount.

Blank Fields: If certain actions on applications (such as reservation, obligation, disbursement, or deobligation) have not taken place, these fields will be blank.

Repetitive Records: Because a single application developed in TrAMS can contain multiple projects, multiple scope codes, and multiple funding sources, it may be common to see repetitive rows pertaining to the recipient name, ID, FAIN, project number, project name, scope name, and scope code.

IVC. The Application Budget by ALI Report

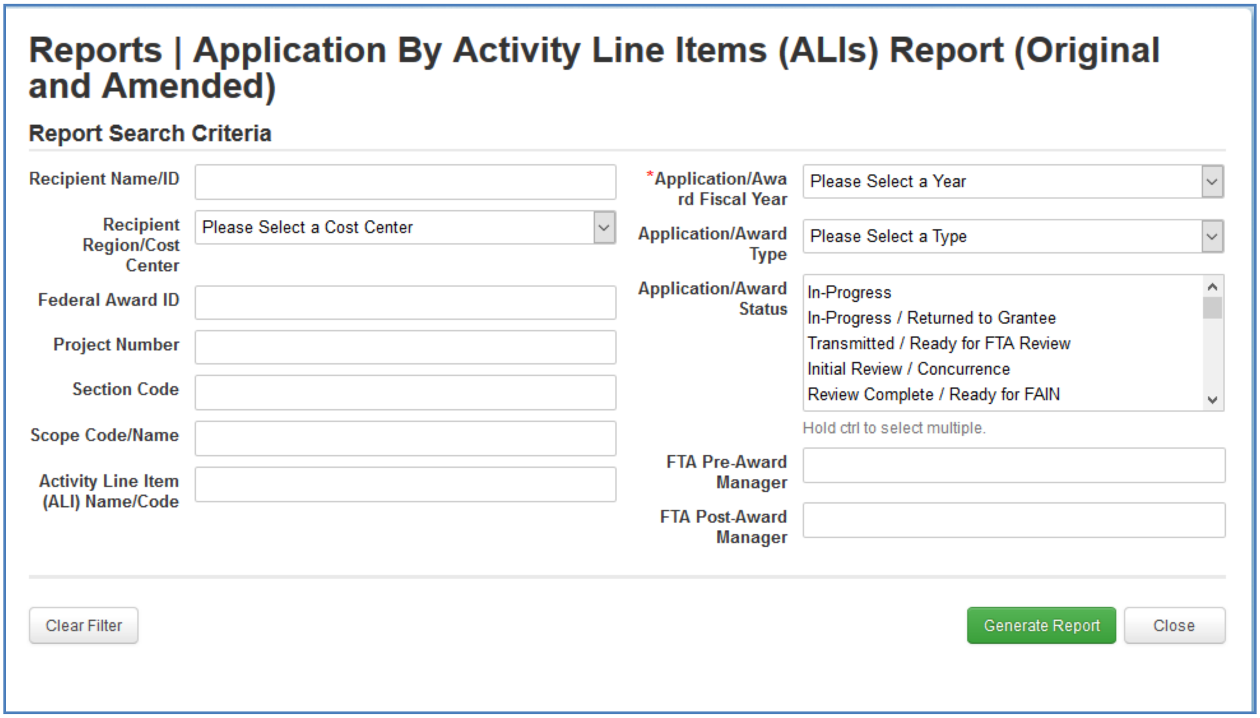
Description: This report provides information on FTA and non-FTA funds awarded for specific awards, projects, budget scopes and budget Activity Line Items (ALI), which provide the most detailed level of data about application/award budgets. This report can be found under the Actions tab.

Why use this report? To understand and communicate granular information about the goods and services that FTA is funding, such as the types of vehicles and categories of construction, as well as the number goods and services being funded (such as the number of vehicles)

Caveats/Notes: Unlike the Project Budget Report and the Project Scope Budget Report, this report does not include information about disbursements because disbursements do not occur at the activity Line Item level in FTA's financial systems.

In 2018, FTA updated this report to display the incremental funding awarded in the original award plus all amendments rather than the cumulative funding across all amendments. For example, if we awarded a grant for a rolling stock ALI in 2017 as part of an original award and the FTA amount was $1 million, and then we awarded an amendment that increased the amount for the rolling stock ALI by $500,000 in 2018, the ALI report will show two rows, one for the original award with $1 million for the rolling stock ALI and an obligation date in 2017 and a second row for the amendment with $500,000 for the rolling stock ALI and an obligation date in 2018.

Filter criteria: Users can filter for a specific award, a specific project within an award (based on the project number or a portion of the project number) and by a specific Scope Code number or name, Activity Line Item Name and/or funding source (indicated by the Section Code). Users can also query for all projects for a specific recipient or in applications/awards in a specific FTA office or region or in multiple regions, among other filter criteria.



Some key data elements: Recipient name, FAIN, project number, project name, Section Codes, scope Code, Scope Code Name, Activity Line Item Name, Activity Line Item Code, Activity Line Item Quantity, Fuel Type (if applicable) total project FTA amount, total project eligible cost, whether a third-party contractor is used to implement the ALI (y/n).

Blank Fields: If certain actions on applications (such as reservation, obligation, disbursement, or deobligation) have not taken place, these fields will be blank.

Repetitive Records: Because a single application developed in TrAMS can contain multiple projects, multiple scopes, multiple activity line items, and multiple funding sources, it will be common to see repetitive rows pertaining to the recipient name, ID, FAIN, project number, project name, scope name, and scope code.

V. Reports Featuring Information used for Grant Management

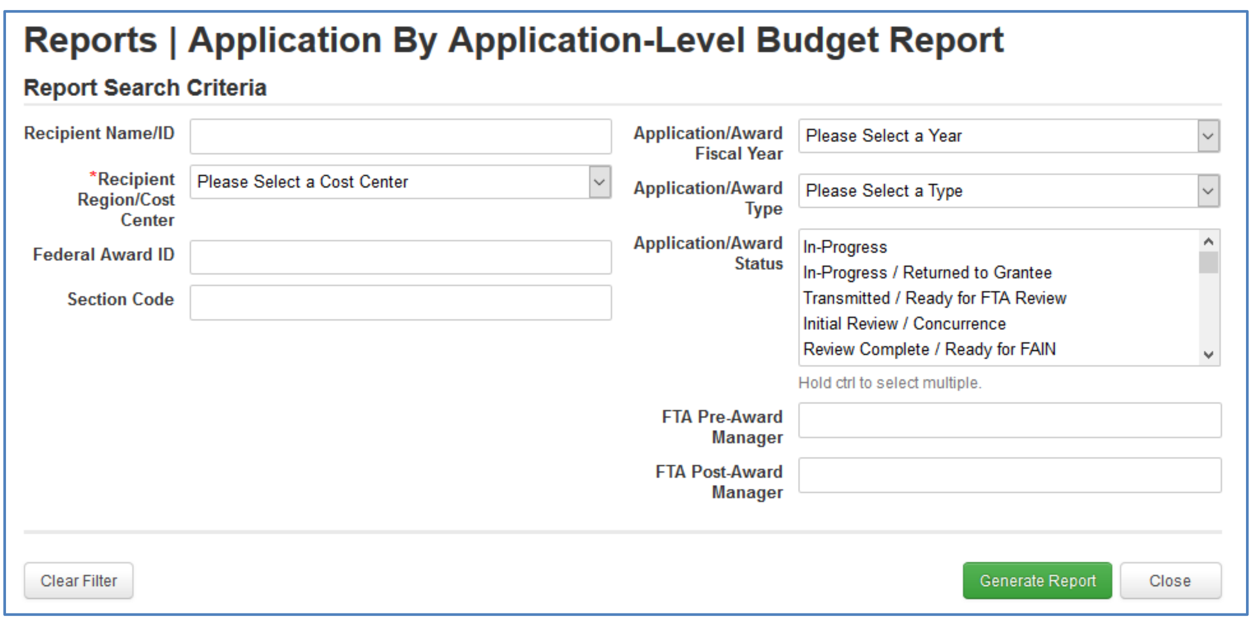
VA. The Application Budget Report

Description: This report provides information on FTA grants and cooperative agreements pending award or awarded, the FTA program(s) funding the award, and information about disbursements that have taken place on the award. This report can be found under the Actions tab.

Why use this report? To obtain information about obligation amounts and disbursements made to grants and cooperative agreements at the grant level (not at the project level or the project-scope level).

Caveats/Notes: The table currently has a column for the section code but not the corresponding name of the FTA funding program, therefore users not familiar with FTA Section Codes should consult the FTA funding source list on the TrAMS public website of FTA Section Codes to understand which funding program(s) are contained in the grant. In addition, this report provides information on cumulative disbursements and the most recent disbursement date. More detailed information about specific disbursements are available in the Application Funds Status module for the award in question and the TrAMS disbursement report.

Filter criteria: Users can filter for awards for a specific recipient or for all awards under a funding program (using the section code), by the status of the application/award, or all awards assigned to an individual pre-award manager or post-award manager.



Some key data elements: FAIN, Recipient ID, Recipient Name, total FTA award amount, obligation date, total disbursement amount, total unliquidated amount, percent disbursed, last disbursement date.

Blank Fields: If an action on an award, such as a disbursement or a deobligation, has not taken place, the field will be blank.

Repetitive Records: Since grants created in TrAMS can contain funds from multiple FTA programs, there may be repetitive rows showing the FAIN, recipient ID, recipient name, and other information pertaining to the application or award.

VB. The Federal Financial Reports (FFR) Detail Report

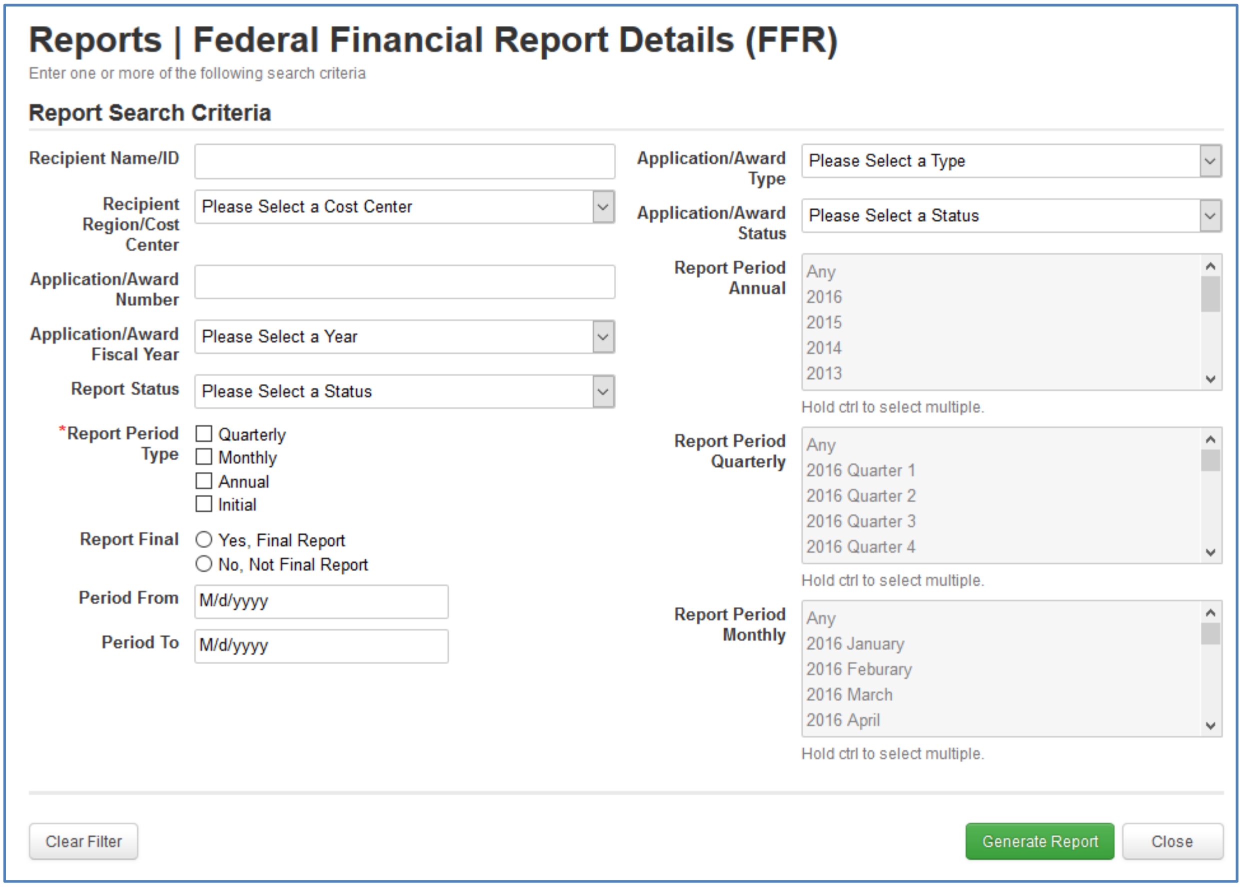
Description: This report provides information on Federal Financial Reports (FFR) submitted for awarded, including the submission or review status of the report and the financial information reported by the recipient. This report can be found under the Actions tab.

Why use this report? To determine whether a recipient has submitted a report and whether FTA has reviewed the report as well as to analyze the extent to which the recipient is implementing the projects funded in the award, based on the information provided in the report. It may be used as a resource document to cross check against the disbursement report and determine if the expenditures align with the activity reported in the milestone progress report.

Caveats/Notes: Users that need to review FFR narrative information and either mark the FFR as reviewed or return it to the recipient for updates should use the "Search FFR/MPR for Review link" on the Actions tab.

Users should remember that most of the financial information populated in the report is recipient-reported and not generated by TrAMS or FTA's financial systems. The exceptions are disbursement, deobligated, and unliquidated obligation amounts, which are migrated in from FTA's financial systems.

Filter criteria: Users can search for reports for a specific recipient or a specific award and can also search for all reports pertaining to recipients in a given FTA regional or HQ office. Recipients can also search by report type, reporting period, or for reports submitted in a particular date range. Due to the large volume of data contained in this query, users should use search parameters to narrow down their request to identify the information they are seeking.



Reports | Federal Financial Report Details (FFR)

Enter one or more of the following search criteria

Report Search Criteria

Recipient Name/ID

Recipient Region/Cost Center: Please Select a Cost Center

Application/Award Number

Application/Award Fiscal Year: Please Select a Year

Report Status: Please Select a Status

*Report Period Type: Quarterly / Monthly / Annual / Initial

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

Period From: M/d/yyyy

Period To: M/d/yyyy

Application/Award Type: Please Select a Type

Application/Award Status: Please Select a Status

Report Period Annual: Any, 2016, 2015, 2014, 2013

Hold ctrl to select multiple.

Report Period Quarterly: Any, 2016 Quarter 1, 2016 Quarter 2, 2016 Quarter 3, 2016 Quarter 4

Hold ctrl to select multiple.

Report Period Monthly: Any, 2016 January, 2016 Feburary, 2016 March, 2016 April

Hold ctrl to select multiple.

Clear Filter | Generate Report | Close

Some key data elements: Recipient ID, Recipient Name, FAIN, latest FFR status, latest FFR submitted, financial information fields from the FFR form.

Blank Fields: If a recipient does not report certain information, the field will be blank.

Repetitive Records: There should not be multiple records for each award in the report.

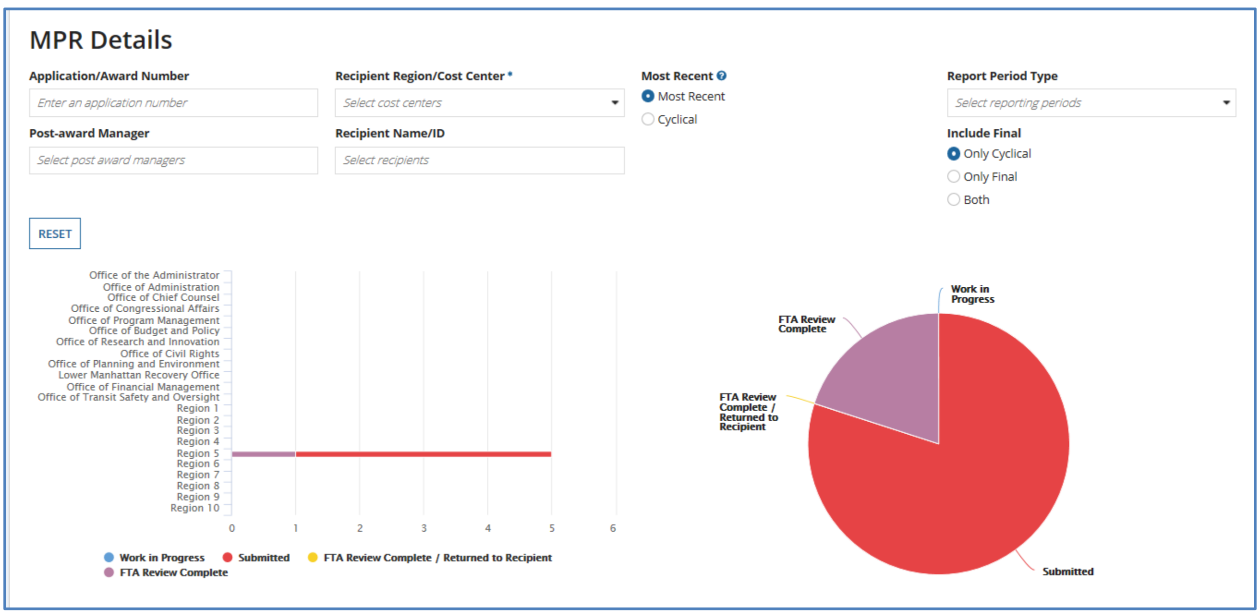
VC. The Milestone Progress Reports (MPR) Detail Report

Description: This report provides information on Milestone Progress Reports (MPR) submitted for awards, including the submission or review status of the report and whether the report contains ALIs with milestones whose revised or actual completion dates occurred before or after the estimated completion date for the ALI and milestone. This report can be found under the Reports tab.

Why use this report? To determine whether a recipient has submitted a report and whether FTA has reviewed the report as well as to analyze the extent to which the recipient's milestone completion dates are current or are not on the original schedule.

Caveats/Notes: Users that need to review MPR overview remarks and either mark the MPR as reviewed or return it to the recipient for updates should use the "Search FFR/MPR for Review" link on the Actions tab.

Filter criteria: Users can search for reports for a specific recipient, a specific award, and/or a specific reporting period and can also search for all reports pertaining to recipients in a given FTA regional or HQ office.



Some key data elements: Recipient ID, Recipient Name, FAIN, latest MPR status, date of latest MPR submitted, activity line item, estimated completion date, revised estimated completion date, actual completion date.

Blank Fields: If a recipient does not report certain information, the field will be blank.

Repetitive Records: There should not be multiple records for each award in the report. If an award has multiple ALIs that are the same, users may see repetitive ALI information.

VD. The Disbursement Report

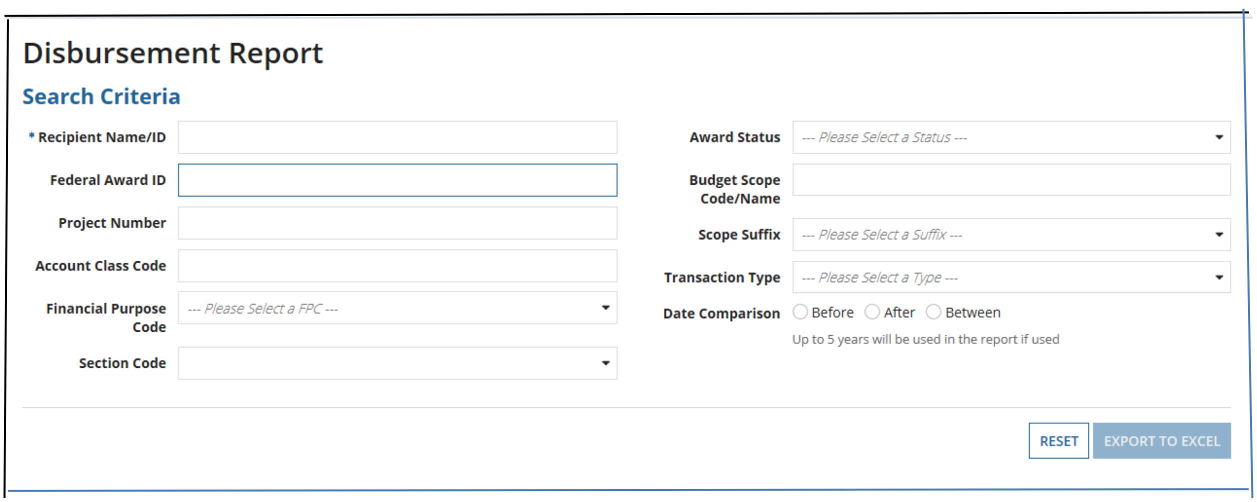
Description: This report allows users to query individual disbursements and/or refunds on a grant-by-grant basis. Unlike other reports in TrAMS which show a single, cumulative disbursement amount per grant or project, this report allows users to obtain a report of each disbursement or refund processed. The information in this report can also be found in the "Award Funding—Transaction View" screen of the Award Funds Status Module for an individual award. This report can be found under the Reports tab.

For grants awarded in TrAMS, the disbursement report will also allow users to query for individual disbursements on individual projects within the award and on individual budget scope codes within the projects.

Why use this report? This report may be useful for staff performing oversight reviews of FTA recipients, staff who review Federal Financial Reports, and other individuals who need a transaction-by-transaction history of disbursements or refunds to an award, including the individual amounts and dates of the transaction.

Caveats/Notes: The report will only generate data for grants where disbursements have taken place. If an application is not in awarded/executed status or if no disbursements have occurred, the report will not return any information for that grant. Because some allowable queries, such as all disbursements for all active grants, produce large amounts of data, it may take several minutes for the report to generate.

Filter Criteria: This report allows users to search for disbursements for all awards made to a particular recipient or for an individual award. Users can also filter by section code and financial purpose code as well as transactions made between a given date range.



Blank fields: For reports run on grants awarded in TEAM, the fields for budget scope code, scope name, and scope suffix will be blank because we only track disbursements at the scope level for awards made in TrAMS.

Repetitive rows: For reports with multiple disbursements on the same award, the information in the columns for the award ID, recipient name, and recipient ID will repeat themselves.

VI. Reports Used for Accounting and Financial Management

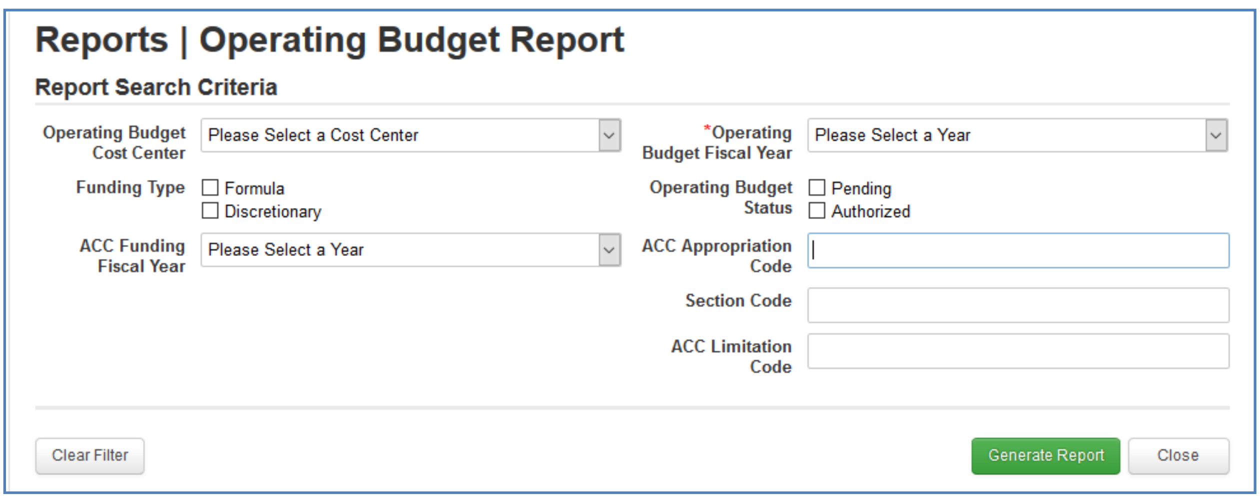
VIA. The Operating Budget (OPERBUD) Report

Description: This report provides information about the program allotments and sub-allotments for FTA programs for a given fiscal year (an example would be the $154 million authorized by Congress for FY 15 under the Section 5310 Enhanced Mobility Program for urbanized areas over 200,000). This report can be found under the Actions tab.

Why use this report? To identify the allotment amounts of a given FTA program in a given fiscal year as well as the amount that have been transferred in, transferred out, obligated and unobligated in these programs.

Caveats/Notes: This report provides financial information at a very general level and does not provide more detailed information such as the formula apportionments to individual states or urbanized areas. Understanding this table also requires detailed knowledge of FTA's Account Classification Code and Code Structure (FTA's account classification codes provide information the fiscal year that Congress appropriated funds, whether the funds are provided under the trust fund or general fund, and the specific FTA program and sub-program in question).

Filter Criteria: Users can search for operating budgets by FTA cost center, by fiscal year, or for operating budgets pertaining to a specific account classification code.



Some key data elements: Operating budget fiscal year, account classification code, authorized amount, obligated amount, available balance.

Blank fields: If an action on the operating budget has not taken place (such as a transfer in, transfer out, or obligation) the field may be blank.

Repetitive rows: There should be one row per operating budget.

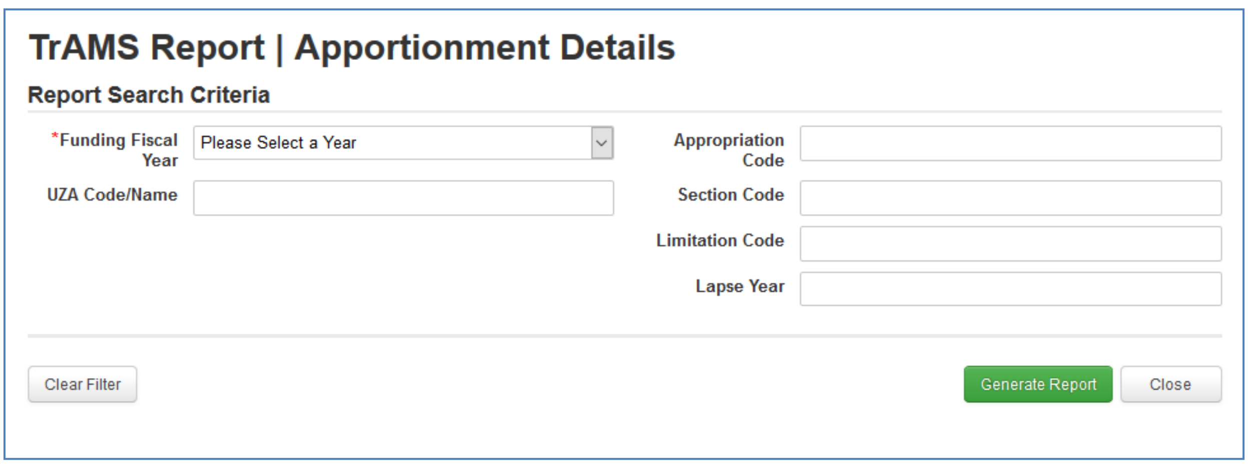
VIB. The Cumulative Formula Apportionment Report

Description: This report provides information about the formula apportionments and discretionary allocations made available for specific states and urbanized areas.

Why use this report? To identify the formula amounts apportioned to specific states and urbanized areas under various FTA programs along with the amounts that have been obligated and remain available and the funding lapse year.

Caveats/Notes: Understanding this table also requires detailed knowledge of FTA's UZAs, and account classification codes and code structure. (FTA's account classification codes provide information the fiscal year that Congress appropriated funds, whether the funds are provided under the trust fund or general fund, and the specific FTA program and sub-program in question).

Filter Criteria: Users can search for operating budgets by fiscal year, UZA code or UZA name, and account classification code information.



Some key data elements: Urbanized Area Code, Urbanized Area/State name, account classification code, apportionment initial amount, apportionment obligations, apportionment available.

Blank fields: If an action on the operating budget has not taken place (such as a transfer in, transfer out, or obligation) the field may be blank.

Repetitive rows: Depending on the query run (such as a query for apportionments under multiple programs) there may be repetitive information for Urbanized Area code, name, and population. UZA names may also be repetitive for UZAs that span multiple states.

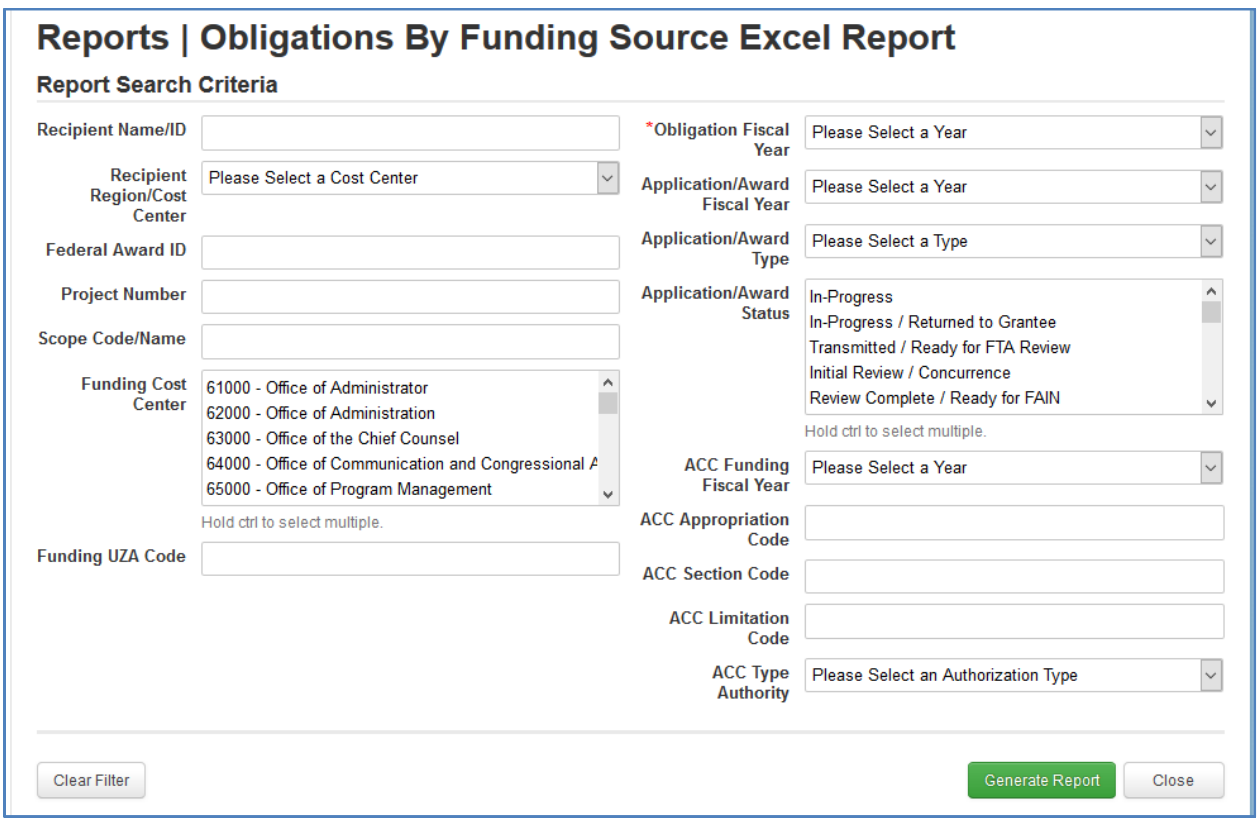
VIC. The Obligations by Fund Source (OBL2) Report

Description: This report provides detailed information on FTA formula apportionments and discretionary allocations along with the specific grants in which these funds have been reserved and awarded. For grants created in TrAMS, this report also provides information about the specific budget scopes (i.e. for bus rolling stock, operating assistance, bus facility construction, etc.) where funds are contained**.**

Why use this report: To obtain detailed information that tracks funding appropriated by Congress under various programs and for various fiscal years into specific awards, projects, and categories of goods and services.

Notes/Caveats: This report requires users to understand how applications are structured in TrAMS as well as information on FTA's account classification codes and code structure. This table does not include information on FTA funds disbursed from grants. Information on the scope code and scope name will not populate for grants that were created in TEAM and amended in TrAMS.

Filter Criteria: Users can filter by a wide range of criteria (see screen shot below).



Some key data elements: Recipient ID, Recipient Name, FAIN, project number, Account Classification Code information, PO- Number, scope name, scope code, funding UZA code, funds reserved, funds obligated.

Blank fields: If an action on the operating budget has not taken place (such as a transfer in, transfer out, or obligation) the field may be blank. PO-number, scope code, and scope name fields will be blank for grants and cooperative agreements created in TEAM.

Repetitive rows: Since a single grant created in TrAMS can contain funds awarded in multiple funding fiscal years and also contain funds for multiple projects, multiple scopes, and, in some cases, multiple FTA funding sources, it will be common to have repetitive rows where the recipient name, recipient ID, FAIN and other information.

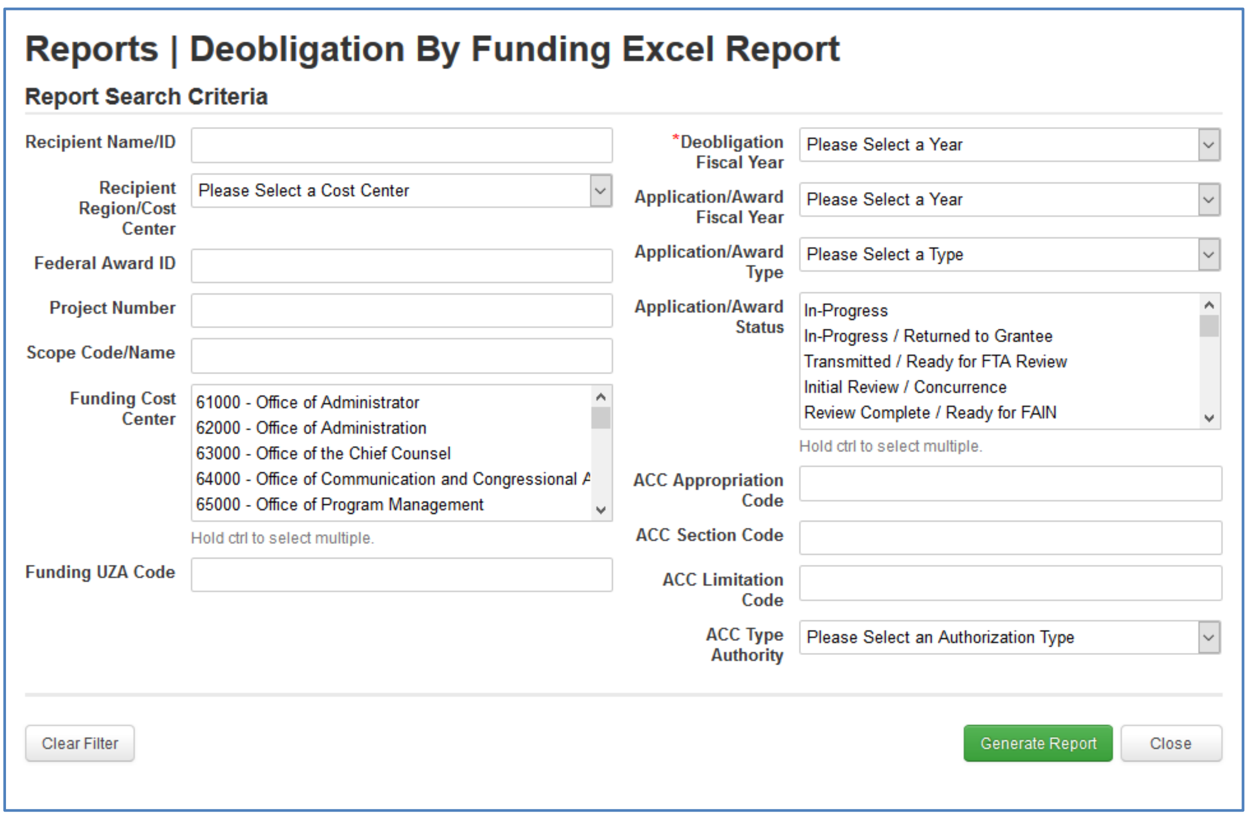
VID. The Deobligation by Funding Report

Description: This report contains information about FTA funds deobligated from grants and cooperative agreements as well as accounting information pertaining to these grants.

Why use this report? To identify funds that have been deobligated from FTA awards as well as the FTA program, funding fiscal year, and other information about the funds that have been deobligated. For grants and cooperative agreements created in TrAMS, this report will also track partial deobligations on an award to the project(s) and budget scope(s) for which funds were deobligated.

Caveats/Notes. This report requires users to understand how applications are structured in TrAMS as well as information on FTA's account classification codes and code structure. This table does not include information on FTA funds disbursed from grants. Information on the scope code and scope name will not populate for grants that were created in TEAM and amended in TrAMS. Deobligation information about individual grants also appears in the Application Funds Status screen for the application in question.

Filter Criteria: Users can filter by a wide range of criteria (see screen shot below).



Some key data elements: Recipient ID, Recipient Name, FAIN, project number, Account Classification Code information, PO-number, scope name, scope code, funding UZA code, deobligation date, deobligation amount.

Blank fields: If an action on the operating budget has not taken place the field may be blank. PO-number, scope code, and scope name fields will be blank for grants and cooperative agreements created in TEAM.

Repetitive rows: Since a single grant created in TrAMS can contain deobligations from funds awarded in multiple funding fiscal years and also contain funds for multiple projects, multiple scopes, and, in some cases, multiple FTA funding sources, it will be common to have repetitive rows where the recipient name, recipient ID, FAIN and other information.

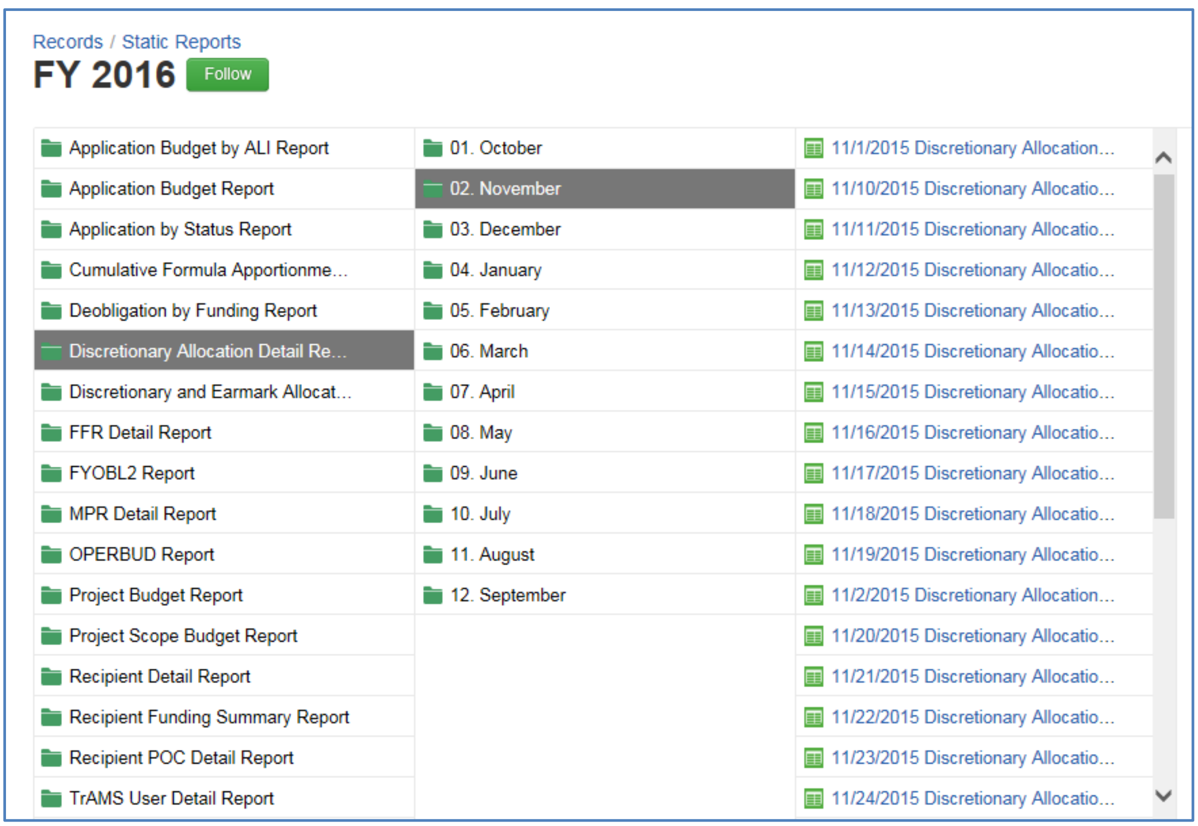
VII. Static Reports

VIIA. The TrAMS Static Reports

Description: The TrAMS Static report series provides information a daily snapshot of information that is stored in the reports that are available in the Actions tab. Data is cumulative, beginning with the first day of the Federal fiscal year in question and ending on the day prior to the date the static report was generated. (For example, a static report generated on April 30, 2018 will have data beginning with October 1 2017 through April 29, 2018).

Why use these reports? To identify a snapshot in time of transactions and other information that occurred in the past. (For example, if a user logs onto TrAMS in September 30, 2018 and needs to identify the status of applications on June 30, 2018, they should use the TrAMS static reports).

Finding Static Reports: The static reports are located under the **Records tab.** There is one link for each TrAMS report. The user identifies the report they are interested in using and the month and day associated with the information that they need.



VIIB. TEAM Static Reports

Description: The TEAM Static report series provides information on FTA grants, cooperative agreements, and procurements managed in TEAM from FY 2006 through the first quarter of FY 2015. Additional historical static report information is available in the TEAM archives (Contact FTA's Office of Information Technology for guidance on how to access this information).

Why use these reports? To identify information on FTA and our recipients' management of grants, cooperative agreements, and procurements in TEAM.

Finding Static Reports: The static reports are located under the **Records tab.** There is one link for each TrAMS report. The user identifies the report they are interested in using and the month and day associated with the information that they need. Note that the TEAM static reports display using the names and format that was used in TEAM.