

How to Create and Transmit a TrAMS Grant Application For FTA Review

TrAMS was deployed on February 16, 2016. This guidance is intended to help grantees to begin grant application development in TrAMS. This guidance will be updated, as needed. If you have questions, please contact your assigned FTA grant representative.

TO CREATE A NEW GRANT APPLICATION

1. Go to “Actions” tab
2. Click on “Create Application”
3. Complete the sections outlined below

Application Name:

Federal Fiscal Year of Funds, Section of Funds, Activity Description. For example:

FY 14-15 5307 Ops, PM

Application Executive Summary:

For Formula Funding:

This application includes \$_____ in FY _____ Section _____ funding for _____ (provide a brief description of what is being funded).

For Earmark or Discretionary Funding:

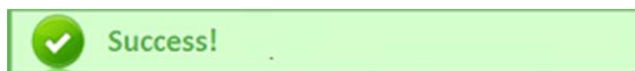
This application includes \$_____ in FY _____ Section _____ funding as selected for award under the _____ discretionary funding program. (Earmark ID # _____). It will be used for _____ (provide a brief description of what is being funded).

For Planning Funding:

This application includes \$_____ in FY _____ Section _____ funding and will be used for the following planning activities: _____ (provide a brief description of activities being funded).

Once you select save, you will get a similar message:

Application | Created



(NOTE: Your application number is automatically generated by TrAMS and will be used until you transmit your application.)

Application Number #####-2016-#

Click the link below to open the new Application record.

TO EDIT AN APPLICATION

1. Select “Records”
2. Click on the Application Name
3. Select “Related Actions”
4. Select “Add Project to Application”

Step 1 of 3 – Add Project Details and Narratives. Complete the following data fields.

Project Name:

Federal Fiscal Year of Funds, Section of Funds, Description of Activity. For example:

FY 14-15 5307 Ops, PM

[Note: If your application has only one project, the project name should be the same as the application name (listed above). If your application has more than one project, title each project with the following data: Federal Fiscal Year of Funds, Section of Funds, and Activity Description.]

Project Description:

Provide a sentence or two about what general activities are funded in the grant. For example:

This project funds preventative maintenance for facilities and rolling stock for Sound Transit’s Express bus program in the Seattle UZA.

Project Benefits:

Select an example project benefit(s) from the list below or provide your own project benefit. For either scenario, who benefits or how they benefit needs to be addressed.

Remember, benefits are defined as the expected major qualitative results of projects.

- Operating Assistance
 - New transportation options
 - Increase passenger capacity
 - Increase service frequency
 - Maintain reliable transit service
 - Improve air quality
- Preventative Maintenance
 - Sustain lowered fleet operating costs
 - Sustain reliable transit services
 - Sustain lowered equipment operating costs
 - Sustain lower facility operating costs
 - Reduce unscheduled repair
 - Meet or exceed useful life
 - Meet or exceed asset management plan
 - Sustain vehicle safety and security
 - Sustain facility safety and security

- Capital Projects/Activities
 - Increase passenger capacity
 - Increase service reliability
 - Increase operational safety
 - Increase transit system information
 - Improve ADA accessibility
 - Improve bike/pedestrian access
 - Improve system efficiency
 - Improve system reliability
- Planning Projects/Activities
 - Improve rider connections through service coordination
 - Identify service gaps or needs for service planning
 - Transit service efficiency identification
 - Identification of transportation needs
 - Identification of transit service priorities
 - Adopted long term transportation plan
 - Adopted short term transportation plan or study
 - Understand results from completed research or pilot projects
 - Finalized training or technical assistance
- Transit Oriented Development
 - Promote sustainable communities

Capital Investment Project Details:

Answer the questions if applicable.

Select “**Next Step**” to go to Step 2.

Step 2 of 3 – Add Project Location

1. Go to “**Create Project**”
2. Complete the sections outlined below

Place of Performance:

- Select the appropriate UZA(s)
- Select the appropriate Congressional District(s)

Location Narrative:

Provide a description of the location where funded projects will be implemented. For example: City, County, and/or State.

Select “**Next Step**” for Step 3.

Step 3 of 3 – Add STIP Information

1. Go to “**Create Project**”
2. Complete the sections outlined below

Upload STIP/TIP Document:

Attach one document that includes all of the STIP references for this project. This can also include the Federal STIP approval letter.

STIP/TIP Date:

Add the STIP Federal approval date.

STIP/TIP Document Description:

Provide the name of the attached STIP.

Once you click, “Finish”, you can click on the project record link for continued grant work.

TO ADD ADDITIONAL DOCUMENTS

1. Go to “Related Actions”
2. Select “Application Documents”
3. Complete the sections outlined below

Upload Additional Documentation:

For any additional documents to attach to the grant application, please use the “Add Document” button to attach them. Uploaded documents should be named in a descriptive manner. For example:

- FY15-16 5310 Original Application POP.xls
- Property Appraisal 1234 Main Street.pdf

TO ADD A BUDGET AND MILESTONES

1. Go to “Related Actions”
2. Select “Budget Activity Line Items and Milestone”
3. Complete the sections outlined below

Existing Line Items:

Click on the “Add Line Item” button to add Scope and ALI’s. Then click the “+Add Item” text. Select Scope, Activity Type and Line Item Number/Name. (Hint, the Scope/ALI tree has not changed).

Repeat until you have added necessary Scope/ALI. Then click the “Save” button.

Once completed with adding Scope and ALIs click the “Finish” button. This action will return you to the previous screen, “Project | Manage Budget Activity Line Items and Milestones.”

To add Scope and ALI details select the check box next to the desired Scope/ALI. All editable fields will populate below for editing, which includes:

Custom Line Item Name:

Update this field to reflect the fiscal year, section of funds, match ratio, and application number. Examples include:

- Buy *Approx 2* Replace 30-ft Bus (FY 14 5307 80:20)(00)
- Preventative Maintenance (FY 15 5307 80:20)(00)
- Operating (FY 15 5311 50:50)(01)

Quantity:

Add if applicable.

Extended Budget Description:

- **Activity Line Item (ALI) Detail Description** – For each ALI, please use one of the following templates in the Extended Budget Descriptions section of the grant application.
 - **For Each Extended Budget Start With:**
This activity includes \$ _____ in FY _____ Section _____ funding at the _____ (match ratio) for _____ (provide a brief description of what is being funded).
 - **For a Rolling Stock Acquisition ALI:**
This grant will fund the purchase of approximately _____ (units) of _____ (vehicle type).
 - **For an Equipment ALI:**
This grant will fund the purchase of approximately _____ (units) of _____ (equipment).
[Possible options may include equipment acquisition, refurbishment/rehabilitation, etc...].
Provide equipment location.

Useful Life (capital purchase > \$5,000)
The expected useful life for the _____ (enter specific transit asset here) is _____ years.
 - **For a Facilities ALI:**
This grant will fund the preliminary engineering and environmental review phase of the project implementation. [Possible options may include funding preliminary engineering, final design, property acquisition, construction, etc.] Provide facility address.

Useful Life (facilities purchase > \$5,000)
The expected useful life for the _____ (enter specific transit asset here) is _____ years.
 - **For a Preventative Maintenance ALI:**
This grant funds preventative maintenance for _____ (enter either “facilities” or “rolling stock” specifics here) from the time period of _____ to _____.
[Typically current or immediate prior year.]
 - **For an Operating Assistance ALI:**
This grant funds operating assistance from the time period of _____ to _____.
[Typically current or immediate prior year.]

- **Intelligent Transportation System (ITS)**

This project is consistent with and included in the (name of regional or statewide) ITS Architecture Plan, shown in chapter _____, page _____. A systems engineering analysis was completed.

- **STIP (or UPWP)**

This activity was approved in the _____ (years/duration) current STIP (or UPWP, if applicable); Amendment # _____, Identification # _____; federal approval date _____.

- **Other Grants**

This grant project is also funded by other FTA grants. [List the grant application numbers and associated FTA funding amounts that fund this project, if applicable.]

FTA and non-FTA Funding Information:

- Complete drop down selections.
- Fill in the funding amount details.

Rolling Stock Information:

- Complete drop down selections.
- Fill in the vehicle size.

Milestones:

- Select the check box next to the Milestone to edit.
- Fill in Estimated Completion Date and any additional description needed.
- Click the “Save Line Item” button.
- Repeat until you have completed all milestone data sections.

TO ADD ENVIRONMENTAL DETERMINATIONS

1. **Go to “Related Actions”**
2. **Select “Environmental Determinations”**
3. **Complete Steps 1 through 3**

Step 1 - Identify if your Project involves one or more than one environmental finding (e.g., multiple NEPA findings at the ALI level).

- Click on the answer that pertains to your project and continue.

Step 2 – Select NEPA Class of Action and Category Exclusion

- Select the answers that pertain to your project and continue.

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

- Complete description details as necessary.
- Complete Environmental Finding Dates.

Documentation for NEPA Class of Action

To attach the NEPA documentation, please use the “Choose File” button. The uploaded document should be named in a descriptive manner. For example:

- FTA NEPA Concurrence 1234 Main Street.xls

TO COMPLETE GRANT DATA ENTRY

1. Go to “Related Actions”
2. Select “Validate Project”
3. Complete the sections outlined below

The “Validate Project” section asks a series of questions including, but not limited to:

- Section 5307 Funding Security Question
- Update Grantee Fleet Status

Answer the questions and then complete the project by validating. This project is now complete.

Project | Validated



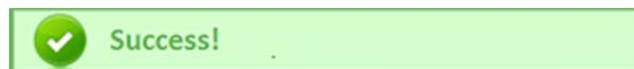
Project Number XXXX-2016-3-P1 has been successfully validated.

For applications with multiple projects, follow the project steps until all projects are entered and validated.

Once all projects are validated the grant application can be transmitted.

Click on the “Continue to Transmission” button. This will walk you through validating the application and then on to Transmission.

Application | Validated



Application Number XXXX-2016-3 has been successfully validated.

Continue with Transmission (select green button)

[Note: If the “Continue to Transmission” button does not appear, follow the below steps.

- Once project(s) are validated close the page. This will return to the “Record - Projects” page.
- Select “Summary.”
- Click on the FAIN (blue number).
- Select “Project Page” and then “Validate and Transmit.”
- Once finished processing select “Continue to Transmission.”]

Once “Continue with Transmission is selected, the below message will appear:

Application | Transmitted

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Application Number XXXX-2016-3 transmission completed.