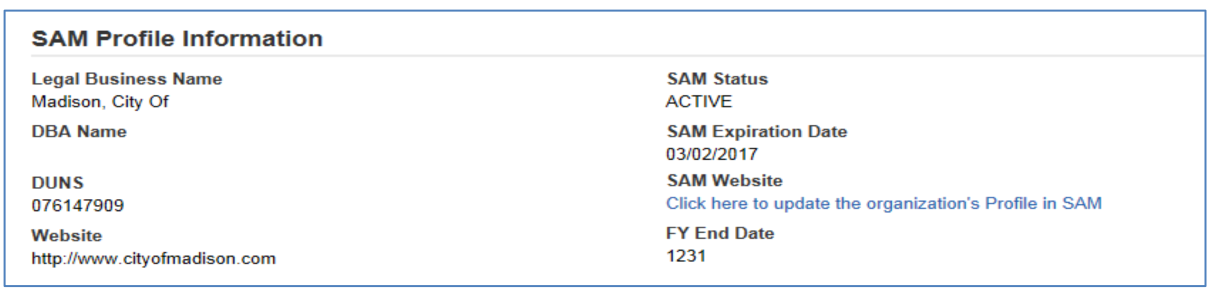
# TRAMS CHECKLIST

FTA encourages recipients to take time to conduct a review of your TrAMS Information migrated over from TEAM. This is a timely opportunity to confirm information has properly migrated to TrAMS. As a reminder, TEAM information will be archived and no longer available online as of August 15, 2016. We encourage recipients to take the time to ensure all sections of TrAMS are complete. The checklist below outlines sections of TEAM and TrAMS to review; and determine if any information must be printed. We have included simple *How to directions*, however for additional directions, please refer to the TrAMS User Guide.

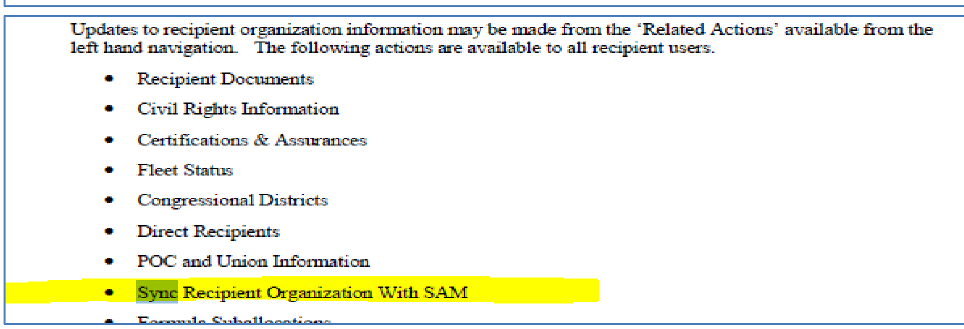
1. **Confirm SAM status is Active and Correct:** You must be in active status to apply and receive federal funds. Check your TrAMS information and www.sam.gov. Make sure you know who your SAM Point of Contact is to ensure SAM information is up to date. Your SAM listing generally identifies the point of contact information. Confirm your legal business name is correct in TrAMS and SAM. To change information you must go directly to sam.gov; then you can update TrAMS by re-syncing. ***How to:*** *Select Records Tab/Select Recipient Organization/Select Related Actions/Select "Sync with SAM" (it is a one-click sync!).* Return to the summary page to confirm Sync.

   If you identify missing information in TrAMS, first check sam.gov, update as needed then try the Sync with Sam. Any other issues; please contact your regional office for assistance. If you do not have a DUNS number displayed, contact your regional office for assistance.



**SAM Profile Information**

| | |
|---|---|
| **Legal Business Name**<br>Madison, City Of | **SAM Status**<br>ACTIVE |
| **DBA Name** | **SAM Expiration Date**<br>03/02/2017 |
| **DUNS**<br>076147909 | **SAM Website**<br>Click here to update the organization's Profile in SAM |
| **Website**<br>http://www.cityofmadison.com | **FY End Date**<br>1231 |



Updates to recipient organization information may be made from the 'Related Actions' available from the left hand navigation. The following actions are available to all recipient users.

- Recipient Documents
- Civil Rights Information
- Certifications & Assurances
- Fleet Status
- Congressional Districts
- Direct Recipients
- POC and Union Information
- Sync Recipient Organization With SAM
- Formula Suballocations

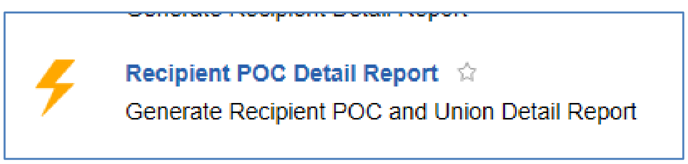
2. **Review and Update Recipient Profile**:
   - ☐ **Recipient Profile Documents:** Compare your listing against the TEAM paper clip. Are they all there in TrAMS? Note that all TEAM documents will be listed as "TEAM Docs" in TrAMS, and are listed with the file name. ***How to****: Select the Records Tab/Select Recipient Organization/Select Related Actions/Select Recipient Documents.*
     - Key Documents: Organizational one-time resolution, Designated Recipient Documentation (if applicable); delegations of authority, other key organizational documents. All Civil

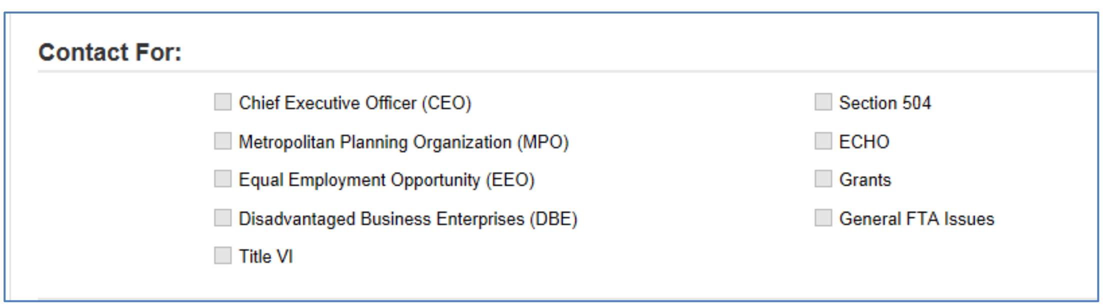
Rights documents will be listed here; any new civil rights documents should be attached under the specific program module.

- ☐ **Review your congressional districts**. Review the listed Congressional Districts in TrAMS, Your User Manager can update and add information as needed. Note that you will use this information in your grant applications to identify place of performance. ***How to:*** *Select the Records Tab/Select Recipient Organization/Select Related Actions/Select Congressional Districts.*

- ☐ **Review your UZA information**. Review the listed Urbanized Areas listed in TrAMS. If you believe there is an error, advise FTA. Only FTA can make a correction to this information. Your UZA information is critical information to ensure proper fund reservations. ***How to:*** *Select the Records Tab/Select Recipient Organization/ Select the Dashboard "Locations" in the sidebar menu.*

- ☐ **Review your Points of Contact.** Only your User Manager can make these changes. The screen shot below outlines the same options from TEAM that migrated to TrAMS. Points of Contact information, in particular your Union Information, is critical for application reviews. Additionally, individuals listed with the "Grants" contact for selected will received additional email notifications from TrAMS, such as when an award is ready for execution. To view a report for all users information migrated from TEAM, use Excel Reports under the Actions Tab; and select Recipient POC Details Report. You can also view information individually under your Recipient Organization (under related actions). ***How to:*** *Select the Records Tab/Select Recipient Organization/Select Related Actions/POC and Union Information.*




- ☐ **Civil Rights Program Status**: Review your current program reviews. You must be in review or in a concur status to be in good standing with FTA. Check the dates of programs that are still under review to determine if they are correct or old and still pending. If you determine corrections are needed contact your Regional Civil Rights Officer. ***How To****: Select the Records Tab/Select Recipient Organization/Select Related Actions/Select Civil Rights Programs.*

*3.* **Update your fleet information**: Review and update your fleet status information. Your fleet information is now part of your Recipient Organization Profile, not your individual applications. Be aware the information migrated from TEAM is based on the last award with rolling stock, therefore it may be incomplete and the narrative included in the details may likely only reflect information provided in your last grant application. Review the Fleet Details which may look like information from a grant. Update as necessary to reflect the current fleet composition, disposition status etc… See example below: ***How to****: Select Records Tab/Select Recipient Organization/ Select Related Actions/ Select Fleet Status/ Select Box and Click on the Green View Button for details.*

**Existing Fleet**

| | Fleet Type | Peak Requirement | Spares | Spare Ratio | Contingency | Pending Disposal | Total |
|---|---|---|---|---|---|---|---|
| ☐ | Paratransit | 15 | 2 | 13.33% | 0 | 0 | 17 |
| ☐ | Fixed Route | 182 | 33 | 18.13% | 0 | 14 | 229 |

View Close

**Fleet Status | Fleet Details**

**Existing Fleet Summary**

Fleet Type: Fixed Route

Fleet Details: This grant is to request the purchase of 15 buses. Upon receipt of those 15 buses, they will be added to the active fleet for the peak requirement. At that time 14 buses will be deleted from the active fleet (peak requirement) and be added to the inactive fleet (pending disposal). One bus will be kept to help fulfill the increased peak service need from our expansion of service in 2015, which includes service (through route 26) to the new UW Health at the American Center medical facility on the eastside of [redacted]. Therefore, with a fleet of 215 buses and a new peak requirement of 182 buses, our spare ratio for the active fleet is now 18.1%. (sdk-8/26/15)

4. **Delegate a User Manager**. Your organization must have a User Manager assigned to manage user access and role assignment. If you do not have a User Manager work within your organization to identify a User Manager. Once you have identified your user manager, complete and the submit forms to your Local Security Manager (LSM). You can find the forms and the listing of LSM POCs listed on the FTA TrAMS Page under Help and Guidance.

5. **Grants with Non-Add Scopes**: If your organization traditionally used non-add scopes in the "Other Budget" section in TEAM; you may consider a*t your discretion* printing out those active awards. The current configuration of TrAMS does NOT separate out the Other Budget Scopes and ALIs to easily identify the "Other Budget" items. They are listed (comingled) with all other activity line items. In most cases the Other Budget was simply used to call out Section 5307 Security Related Activities; in this case you may not need to print your applications, but you must be aware that one Scope Code is additive and the other is not. However, in other cases the other budget may have been used to "reserve projects." If you did the latter, you are encouraged to print out your active awards. Similarly, if you have a Full Funding Grant Agreement (FFGA) or similar construction agreement that used the "Other Budget" in your award to manage future federal allocations; you are encouraged to print out your award agreement(s) budget information. Having a print out from TEAM will prove useful when you need to complete a future post award action, budget revision or amendment in TrAMS. Future enhancements are planned, but will take time to implement. Example "Other Budget" from TEAM is provided below.

| | |
|---|---|
| **Local Share:** | **$3,758,286.00** |

OTHER (Scopes and Activities not included in Project Budget Totals)

| | Quantity | FTA Amount | Tot. Elig. Cost |
|---|---|---|---|
| SCOPE | | | |
| 991-00 SECURITY EXPENDITURES | 0 | $156,000.00 | $195,000.00 |
| ACTIVITY | | | |
| 11.42.09 ACQUIRE - MOBILE SURV/SECURITY EQUIP | 0 | $64,000.00 | $80,000.00 |
| 11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT | 0 | $6,000.00 | $7,500.00 |
| 11.44.03 REHAB/RENOVATE - ADMIN/MAINT FACILITY | 0 | $6,000.00 | $7,500.00 |
| 11.93.05 CONSTRUCT PED ACCESS / WALKWAYS | 0 | $80,000.00 | $100,000.00 |