

TEAM/TRAMS UPDATE NOTICE – October 2, 2015

This is an update to our August 28th communication to inform stakeholders on what you can currently do in TEAM and to update you on the plans to open TrAMS.

FTA is currently operating under an extension of MAP-21 through October 29, 2015, and a Continuing Resolution for the Fiscal Year (FY) 2016 Appropriation through December 11, 2015. Therefore, only FY 2015 and prior year funds are available at this time. During this period of uncertainty with Congress authorization and appropriations actions, FTA has decided to open TEAM no later than November 1, 2015 to permit the award of grants using these prior year funds. Please note that TEAM is already open to develop applications. TEAM will remain open through November 30, 2015.

We will use this period to complete final testing of TrAMS and ensure that the new system is fully functional and ready for our grantees to use during the second Quarter of Fiscal Year 2016 . We expect to close TEAM on November 30, 2015 for a period of about 6 weeks to migrate all of the TEAM data into TrAMS and for quality checks. At that point we will transition to TrAMS.

Given this change, TEAM is currently open for all non-financial actions. The following is to confirm and update what is currently available in TEAM:

Updates to the August Posting

1. **FFR/MPRs:** Grantees should complete and submit their Quarter 4 Federal Financial Reports and Milestone Progress Reports in TEAM, by the standard October 30th due date.
2. **Transit Enhancement Reports:** Grantees should report in TEAM by the October 30th due date.
3. **Charter Reporting:** Grantees should upload quarterly reports by the October 30th due date.
4. **DBE Reports/CHANGE:** Grantees should complete and submit their semi-annual Disadvantage Business Enterprise Reports in TEAM, by November 30th to comply with the December 1st due date.
5. **CHANGE:** Grantees who received an Award, but did not execute; the function is currently available and should promptly execute their awards to be in active status to be able to drawdown funds when ECHO reopens in mid-October.
6. **CHANGE:** TEAM is currently open for application development and will open for grant award/obligation by November 1st.

TEAM is currently open for non-financial functions including grant development. As with our normal year end close procedures – funds cannot be reserved, obligated, or deobligated and grants cannot be awarded in TEAM until the year-end reconciliation process is complete (about the end of October) and must be completed no later than November 30th.

Grantees and FTA may continue to finalize new awards and amendments that may not have been completed prior to the close of FY 2015 that can be awarded prior to November 30th.

Please note that FTA will not issue an apportionment notice until additional funds are both authorized and appropriated, therefore any grantee that needs immediate access to the FY 2016 funds should contact their FTA Regional Office who will ensure you have the necessary support.

Before initiating any new grant applications please speak with your Regional Office. As we have described previously, Grants or Amendments not awarded by November 30, 2015 will not be migrated into TrAMS. For that reason, before starting a brand new grant application or amendment, discuss with their Regional Office whether it is likely the process can be completed by November 30th.

Additional Questions and Answers can be found at FTA's TrAMS page at:

<http://www.fta.dot.gov/grants/16260.html>