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**Federal Transit  
Administration**

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## **REGION 10 BULLETIN NO: 2016-28**

Subject: FY2016 Grant Processing Timelines; TrAMS Update and Guidance for Grantees

Date: June 29, 2016

The Federal Transit Administration (FTA) deployed the Transit Award Management System (TrAMS) in February 2016, which replaced the Transportation Electronic Award Management (TEAM) system. This bulletin provides important information for our grantees on grant development processing timeline through the end of the federal fiscal year (FY) 2016, as well as Region 10's guidance document and other information to help with their grant development efforts in TrAMS.

### **Grant Processing Timeline for FY 2016**

The months of June through August of each year have historically been the peak of FTA's grant-making season. The following table provides FY 2016 grant processing timelines to help grantee plan for grant development and can ensure sufficient time with for working with FTA towards grant award before the end of the FY 2016.

<b>Date</b>	<b>Significant Milestone Description</b>
<b>July 13, 2016</b>	The last day to submit grant applications through TrAMS to US Department of Labor (DOL) for certification review. This will allow sufficient time for DOL review so grants can be awarded by the end of FY 2016.
<b>August 15, 2016</b>	Last day to submit flex fund transfer requests to FTA Region 10 Office.
<b>September 23, 2016</b>	TrAMS closes for FY 2016 business. No more grant awards or grant execution after this date until TrAMS reopens for FY 2017 business in late October.
<b>September 27, 2016</b>	ECHO-Web closes for FY 2016 year-end processing. Drawdown (payments) will not be processed from September 27, 2016 through October 6, 2016.
<b>October 7, 2016</b>	ECHO-Web reopens to process requests for drawdowns (payments) for grants awarded in FY 2016 or in prior fiscal years.
<b>Mid- to Late October 2016</b>	TrAMS re-opens for FY 2017 business.

### **Accessing TrAMS and TrAMS User Guide**

- To access TrAMS, please use this link: <https://faces.fta.dot.gov>
- TrAMS User Guide for Grantees: <https://www.transit.dot.gov/funding/grantee-resources/teamtrams/trams-help-and-guidance>
- To receive news updates and alerts about TrAMS, please use this link to sign up: <https://public.govdelivery.com/accounts/USDOTFTA/subscriber/new>
- If you have any issues accessing TrAMS or have any questions about your TrAMS user role(s), you may first contact your organization's TrAMS User Manager. If still unable to resolve, you may contact any of the Region 10's TrAMS Local Security Managers (LSM) listed below:
  - Debbie Ensor, 206-220-7950, [deborah.ensor@dot.gov](mailto:deborah.ensor@dot.gov)
  - Amy Changchien, 206-220-4464, [amy.changchien@dot.gov](mailto:amy.changchien@dot.gov)
  - Susan Fletcher, 206-220-7514, [susan.fletcher@dot.gov](mailto:susan.fletcher@dot.gov)

### **Region 10's TrAMS Application Guidance for Grantees**

As we head into the peak of FTA's grant processing season and reaching the end of the federal fiscal year (which ends on September 30, 2016), FTA Region 10 has developed a specific grantee guidance document to assist with grant development efforts. The "TrAMS Application Checklist for Grantees" (attached) provides the following:

- A list of reminders that generally follows along the sequence of the grant application development protocol in TrAMS.
- Sample language to provide a general guidance for grantees to enter information in the Executive Summary, Project Benefits, and Executive Summary sections in TrAMS.
- Region 10's TrAMS Application Processing Workflow diagram. The inclusion of this diagram is intended to provide transparency and an understanding for grantees regarding the overall process once an application has been "transmitted" in TrAMS through grant award.

### **TrAMS Training Opportunities**

To date, TrAMS training were conducted by FTA's TrAMS development team via live webinars, as well as training videos and archived technical assistance documents. Past webinars have been recorded and are posted here: [http://www.fta.dot.gov/16260\\_15775.html](http://www.fta.dot.gov/16260_15775.html). FTA will continue the practice of recording and posting all training webinars and related materials online.

In addition, FTA Region 10 Office may set up additional topic-specific trainings upon request from grantees. If you are interested in receiving in-person training for TrAMS at the Region 10 Office, please contact your assigned FTA Grant Representative and we will do our best to accommodate your request. We also plan to offer TrAMS general training session at various state public transportation conferences in the coming months.

**TrAMS Functionality Updates**

The FTA TrAMS development team is currently working to correct and improve certain system functionalities. In the interim, Table 1 below provides a summary of actions that currently can or can't be done in TrAMS.

Table 1. Matrix of “Can Do’s and Can’t Do’s” for grants in TrAMS

Action in TrAMS	Action Description	Can Do	Can't Do
Amending TEAM Grants	Adding an additional <b>scope</b> item(s)		X
	Adding an additional Activity Line Item (ALI) under an existing scope		X
	Obligating pre-approved annual allocation under an existing Full Funding Grant Amendment (FFGA)	X	
	Moving funds from “Non-Add Budget” (in a TEAM grant) to active budget	X	
	Amending a TEAM grant to add funds from a different funding program/source (thus making it a “Super Grant”)		X
Amending TrAMS Grants	Adding an additional scope item(s)	X	
	Adding an additional Activity Line Item (ALI) under the new or existing scope	X	
	Obligating pre-approved annual allocation under an existing Full Funding Grant Amendment (FFGA)	X	
	Amending a TrAMS grant to add funds from a different funding program/source	X	
Grant Reporting	Federal Financial Report (FFR) Submission – TEAM and TrAMS grants	X	
	Milestone Progress Report (MPR) Submission – TEAM & TrAMS grants	X	
Budget Revision, De-obligation, and Grant Closeout	TEAM grants <u>without</u> Non-Add Scope	X	
	TEAM grants <u>with</u> Non-Add Scope	X	
	TrAMS grants	X	
Super Grant (i.e., a grant containing funds from multiple federal programs)	Development of a Super Grant (Region 10 is deferring the use of this option until FY 2017)		X

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For further information, please contact Region 10's Amy Changchien at 206-220-4464 or email [amy.changchien@dot.gov](mailto:amy.changchien@dot.gov).

Sincerely,

for Kenneth A. Feldman  
Deputy Regional Administrator



Encl.: TrAMS Application Checklist for Grantees