



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

REGION 10 BULLETIN NO: 2016-35

Subject: FY 2016 Year-End Close Guidelines

Date: September 1, 2016

The Federal Transit Administration's (FTA) Transit Award Management System (TrAMS) will close on Friday, September 23, 2016 at 5:00 pm Pacific Daylight Time (PDT) for our annual year-end close (YEC) and budget reconciliation. FTA anticipates re-opening TrAMS for FY 2017 financial activity around November 1, 2016. Financial transactions in TrAMS will not be allowed during this YEC period.

We also anticipate FY 2017 Certifications and Assurances to be published in the Federal Register Notice and available in TrAMS during the first quarter of FY 2017.

What should grantees do between now and September 23, 2016?

Grantees with newly awarded FTA grants are encouraged to execute those new grant awards in TrAMS promptly. Budget revisions must also be submitted and approved by September 23, 2016 as we close for FY 2016 business.

What happens to TrAMS tasks not completed by September 23, 2016?

All open TrAMS tasks – with the exception of those tasks for Federal Financial Reports (FFRs) and Milestone Progress Reports (MPRs) – will be re-assigned to the TrAMS help desk. When TrAMS re-opens for FY 2017 business, those tasks will be re-assigned again from the TrAMS help desk to the appropriate TrAMS user or user role group.

What about ECHO-Web during FY 2016 YEC?

ECHO-Web will be closed for year-end processing on September 27, 2016 at 11:00 am PDT. Drawdowns (payments) requests submitted will not be processed after that time until ECHO-Web re-opens on October 7, 2016 at 5:00 am PDT.

Actions that grantees CAN perform in TrAMS during FY 2016 YEC

- Reporting:
 - Submit 4th quarter or annual Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs)
 - Submit corrections to 4th quarter or annual FFR and MPR reports, if necessary
 - Search and view/print information (DBE reports, MPRs and FFRs)

- Recipient Information:
 - Attach Recipient documents including civil rights program information
 - Add and remove TrAMS users and modify user roles for existing users
 - View and update organizational profile information (e.g. points of contact, fleet status, etc.)

- Financial:
 - Grantees may continue to submit drawdown (or payment) requests in ECHO-Web during FY 2016 YEC. However, the financial information for any drawdown processed after September 27, 2016 (ECHO-Web closing date for FY 2016 business) will not appear in the in TrAMS until after TrAMS re-opens for FY 2017 business.
 - Run the TrAMS static and dynamic reports
 - Search and view/print financial information for grant awards

- Applications:
 - Search and view/print grant award information
 - Create new applications, add projects, and attach documents to new applications
 - Modify application and project narrative information (non-financial), including attaching application documents

Actions that grantees CAN NOT be able to perform during FY 2016 YEC

- Applications:
 - Create amendments to existing grants or cooperative agreements
 - Add or update budget activity line items and other financial-related information for new applications
 - Transmit or re-transmit applications to FTA for initial review
 - Submit or re-submit applications to FTA for final review and award
 - Execute awarded grants
 - Create and submit budget revisions
 - Create and submit closeout amendments

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

Sincerely,

Kenneth A. Feldman
Deputy Regional Administrator

