

FTA

FEDERAL TRANSIT ADMINISTRATION

How to PIN your Certifications & Assurances Recipient Resources

February 16, 2016

Version 1.0



U.S. Department of Transportation
Federal Transit Administration

What is covered?

1. Who Can PIN C&As
2. The Annual C&A Process
3. Steps to Complete the C&As
4. How to Attach supplemental information for your C&As
5. How to View & Print your C&As

First things First

- First, you must have access to TrAMS and have created your password to log on to the system.
- First, you must have the appropriate Users Roles assigned to PIN the Certifications & Assurances in TrAMS.
- First, you must have an active User PIN.
- Your PIN from TEAM is no longer valid.
- FTA no longer assigns you a PIN, you self select it.

Who can PIN the C&As

1. The Official User Role
2. The Attorney User Role
(Or an agency delegated individual)

No Changes from TEAM and the appropriate delegations are still required.

Official PINs on behalf of the Attorney

Some agencies delegate the Official to PIN on behalf of the Attorney, this is still acceptable in TrAMS. If the Official PINs:

- a) the appropriate delegation of authority must be attached to your Recipient Profile.
- b) the Attorney must still sign and date a hard copy of the C&As which must also be attached to the Recipient Profile at the time of PINing.
- c) The Official must also be assigned the appropriate user role as Attorney to complete the action.

Annual C&As Process

- Once the Certifications & Assurances are posted in the Federal Register, they will be loaded into TrAMS.
- Once they are available in TrAMS, the system will auto-generate email notifications to the Official and Attorney to PIN the C&As.
- This is NOT a Task Based Action.
- The C&As must be executed within 90 days from the date of publication in the Federal Register.

Annual C&As Process

- The system will send you reminders notices recipients to submit their C&As
- Those in your organization that have been identified as a “Grants” Point of Contact also gets a notification.
- This was implemented to help alert the grant managers the C&As have been issued.

Annual C&As Process

- The Official should take action first, select the appropriate certifications.
- All recipients must select the first Category.



The screenshot shows a table with the following data:

Certifications and Assurances		
<input type="checkbox"/>	Category	Title
<input checked="" type="checkbox"/>	01	REQUIRED FOR EACH APPLICANT
<input checked="" type="checkbox"/>	02	LOBBYING
<input checked="" type="checkbox"/>	03	PROCUREMENT AND PROCUREMENT SYSTEMS

- The Attorney should take action second to affirm the actions of the Official. Coordinate If changes are required.

Here is a view of TEAM Module to Execute the C&As.

View / Modify Recipient

General | Contact Persons | **Cert's & Assurances** | Codes | Payment Codes | Civil Rights

Organization: 1888 REGIONAL TRANSPORTATION AUTHORITY

Cat	Description	Applicable	N/A	Cert Date	Text
01	REQUIRED FOR EACH APPLICANT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/25/2014	
02	LOBBYING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/25/2014	
03	PROCUREMENT AND PROCUREMENT SYSTEMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/25/2014	
04	PRIVATE SECTOR PROTECTIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/25/2014	
05	ROLLING STOCK REVIEWS AND BUS TESTING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/25/2014	

Affirmation of Certifications and Assurances

FEDERAL FISCAL YEAR 2015 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
 (Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: REGIONAL TRANSPORTATION AUTHORITY

Official's Name: [REDACTED] PIN: [REDACTED] **CERTIFY**

Attorney's Name: [REDACTED]

STEPS TO VIEW AND PIN THE CERTIFICATIONS & ASSURANCES

Note: The presentation includes a quick reference slide without screenshots on how to view C&A's and a one pager to outline the steps to PIN the C&A's.

View when C&As are Incomplete

Certifications & Assurances | FY 2016 C&A Affirmations

Recipient Profile Information

Recipient ID	1188	Recipient Name	Rockford Mass Transit District (inc)
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Certification and Assurance Information

Fiscal Year	2016	Assigned Date	11/2/2015
		Due Date	1/31/2016
		Certified Date	

Published Certifications and Assurances Document

 [FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES](#)
128.5 KB

Certifications and Assurances

Category	Title
No items available	

Affirmation of Applicant

Affirmation of Applicant BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative

Affirmation of Attorney

Affirmation of Applicant's Attorney As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

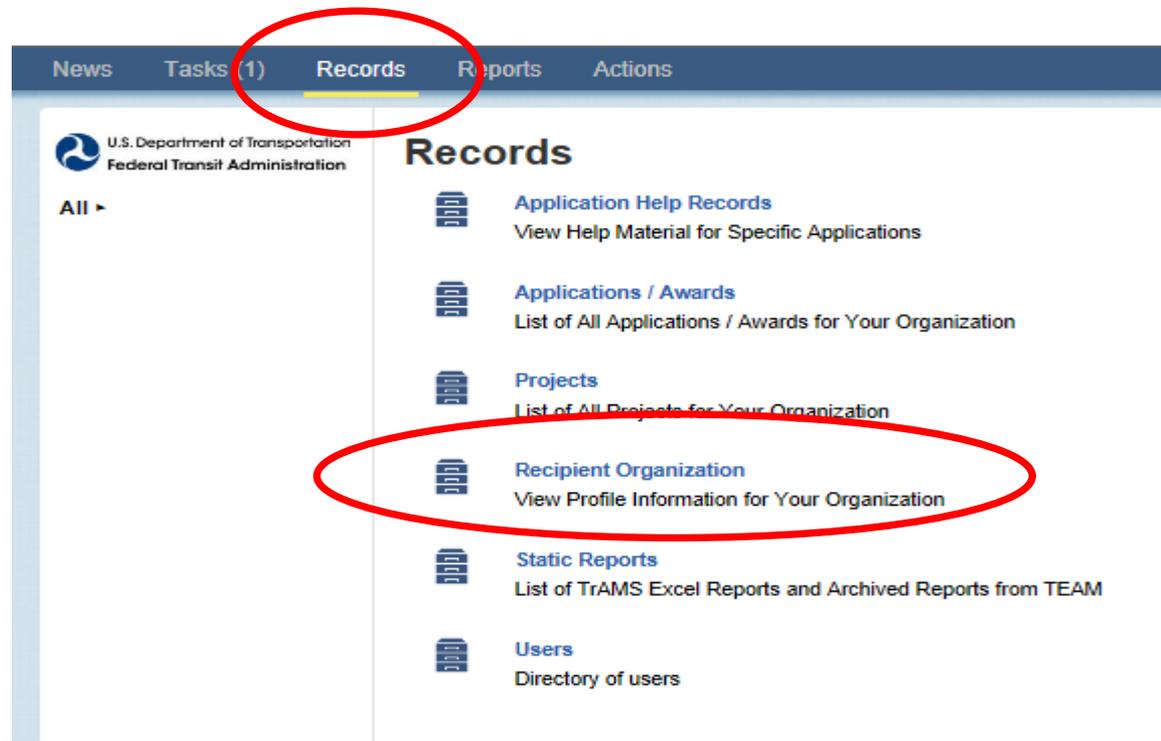
I Accept the above

Attorney's Name NOT SIGNED

Certification Date N/A

Certifications & Assurances Reside in the Organizational Profile

- 1) Click on the Records Tab
- 2) Click on Recipient Organization in the main menu.



Select Recipient Profile

In most cases one organization will populate unless the user is associated with multiple organizations.

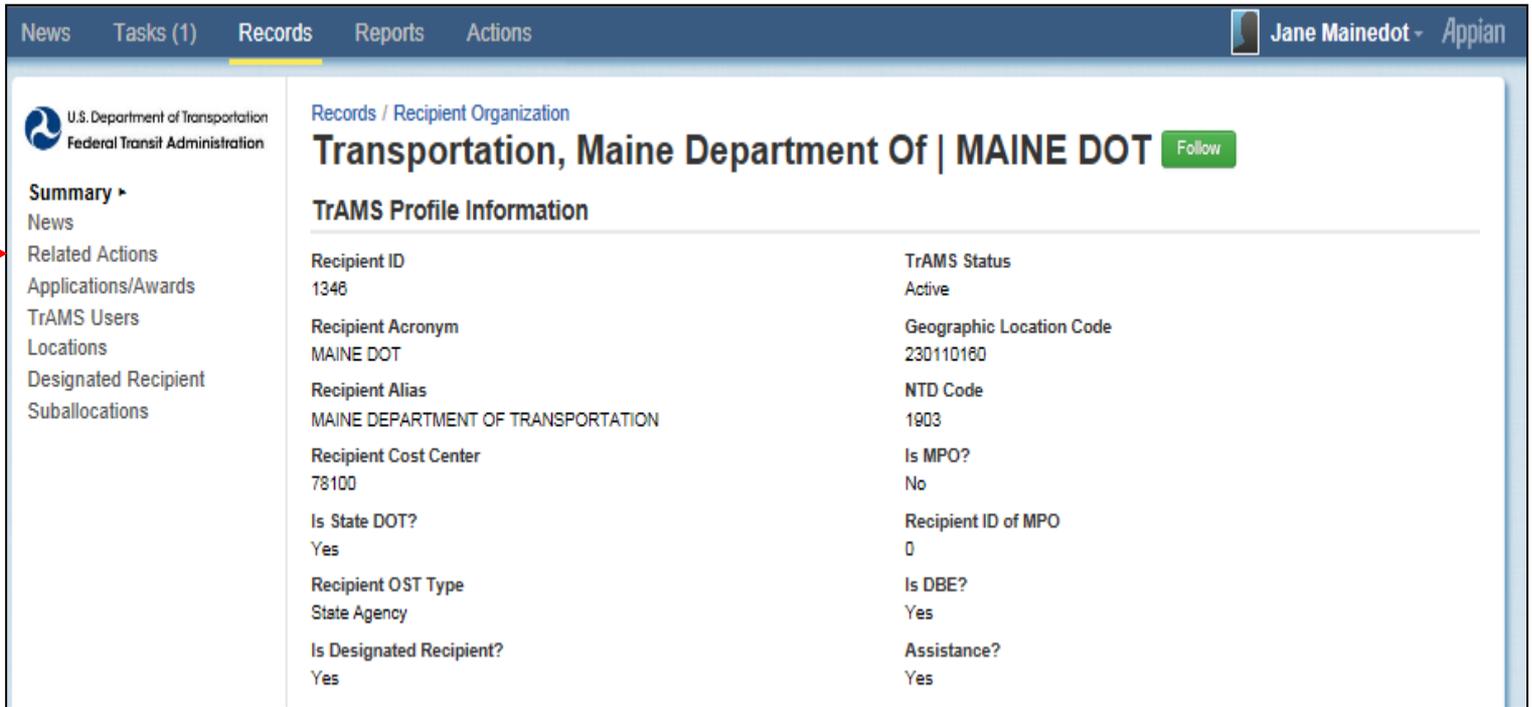
3) Click on the organizational name it is a hyperlink to the Organizational Profile record.

The screenshot shows a web application interface for the Federal Transit Administration. At the top, there are navigation tabs: News, Tasks (1), Records (highlighted), Reports, and Actions. On the left side, there is a logo for the U.S. Department of Transportation Federal Transit Administration, a search bar labeled 'Search Recipient Organiza', and a link 'All >'. The main content area is titled 'Recipient Organization'. It features a blue square icon with the letters 'Tr' and the text 'Transportation, Maine Department Of | MAINE DOT'. A red arrow points to this text. Below the organization name, the following details are listed: 'Recipient ID: 1346', 'TrAMS Status: Active', and 'SAM Status: ACTIVE'.

To act on a record...Use Related Actions

You land on the Recipient Organizational summary page.

4) Select Related Actions from the sidebar menu.



The screenshot displays the Appian user interface for a record. The top navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The user 'Jane Mainedot' is logged in. The main content area shows the 'Records / Recipient Organization' page for 'Transportation, Maine Department Of | MAINE DOT'. A sidebar menu on the left contains the following items: 'Summary', 'News', 'Related Actions', 'Applications/Awards', 'TrAMS Users', 'Locations', 'Designated Recipient', and 'Suballocations'. A red arrow points to the 'Related Actions' item. The main content area displays 'TrAMS Profile Information' with the following details:

Recipient ID	1346	TrAMS Status	Active
Recipient Acronym	MAINE DOT	Geographic Location Code	230110160
Recipient Alias	MAINE DEPARTMENT OF TRANSPORTATION	NTD Code	1903
Recipient Cost Center	78100	Is MPO?	No
Is State DOT?	Yes	Recipient ID of MPO	0
Recipient OST Type	State Agency	Is DBE?	Yes
Is Designated Recipient?	Yes	Assistance?	Yes

Related Actions Menu

To either VIEW or to PIN your C&A

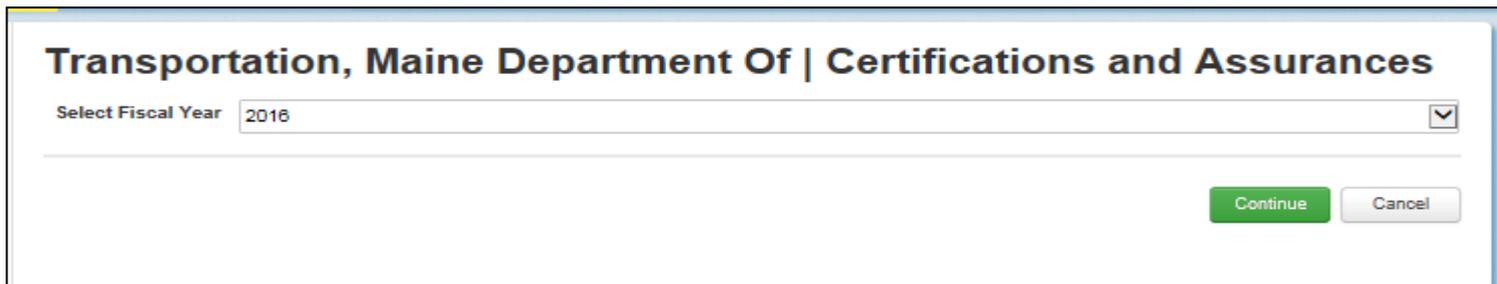
5) Click on “Certifications and Assurances” from the main menu.

Records / Recipient Organization
Transportation, Maine Department Of

-  **Recipient Documents**
Manage Recipient Documents
-  **Civil Rights Information**
Manage Civil Rights Information
-  **Certifications & Assurances** ←
Manage Certifications and Assurances
-  **Fleet Status**
Manage Fleet Status Information
-  **Congressional Districts**
Manage Recipient's Congressional Districts
-  **Direct Recipients**
Manage Direct Recipients Associated with Designated Recipient
-  **POC and Union Information**
Manage Recipient's Points of Contact and Union Information
-  **Sync Recipient Organization With SAM**
Sync with SAM System to Update Organization's SAM Information
-  **Formula Suballocations**
Manage Formula Program Suballocations

Certifications & Assurances Module

- The current federal fiscal year will default. You can execute or modify only the current fiscal year C&As.
- 6) Select the FY and the “Continue” button to View a prior C&A or PIN the current FY C&As.



Transportation, Maine Department Of | Certifications and Assurances

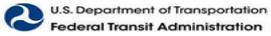
Select Fiscal Year 2016

Continue Cancel

Note that the system only displays the last 10 fiscal years in the selection field.

View of Prior Executed C&A

The module will display only those C&A selected (in this example for FY 2013 only 16 of the 24 categories were selected).



Summary
News
Related Actions >
Applications/Awards
TrAMS Users
Locations
Designated Recipient
Suballocations

Certifications & Assurances | FY 2013 C&A Affirmations

Recipient Profile Information

Recipient ID	1245	Recipient Name	Transportation, Wisconsin Department Of
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Certification and Assurance Information

Fiscal Year	2013	Certified Date	4/12/2013
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Certifications and Assurances

Category	Title
01	REQUIRED FOR EACH APPLICANT
02	LOBBYING
03	PRIVATE SECTOR PROTECTIONS
04	PROCUREMENT AND PROCUREMENT SYSTEM
05	ROLLING STOCK REVIEWS AND BUS TESTING
06	DEMAND RESPONSIVE SERVICE
07	INTELLIGENT TRANSPORTATION SYSTEMS
08	INTEREST, FINANCE, AND LEASING COSTS
09	TRANSIT ASSET MGMT AND AGENCY SAFETY PLANS
10	ALCOHOL AND CONTROLLED SUBSTANCES TESTING
14	BUS AND BUS FACILITIES PROGRAMS
15	URBANIZED AREA FORMULA/JARC
16	SENIORS/ELDERLY/INDIVIDUALS WITH DISABILITIES
17	RURAL/NOT URBANIZED/APPALACH/OTRB
21	STATE SAFETY OVERSIGHT GRANT PROGRAM
22	PUB. TRANS. EMERGENCY RELIEF

View of Prior Executed C&A

Affirmation of Applicant

Affirmation of Applicant BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these Certifications and Assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance indicated on the foregoing page applicable to each application Administration (FTA) in Federal Fiscal Year 2013, irrespective of whether I continue to represent the Applicant.

FTA intends that the Certifications and Assurances the Applicant provides, to each Project for which the Applicant seeks now, or in the future, Applicant affirms the truthfulness and accuracy of the Certifications with this document and any other submission made to FTA, and 18 U.S.C. 1001, 1886, 31 U.S.C. 3801 et seq., and implementing U.S. DOT regulations to any certification, assurance or submission made to FTA. The Applicant certifies that the assurance, or submission made in connection with a Federal project or any other statute

In signing this document, I declare under penalties of perjury that the statements made by me on behalf of the Applicant are true and correct.

I Accept the above

Official's Name Mark Wolgram

Certification Date Apr 12, 2013

Here you can see the names of who PINed and the date certified. To Print your C&As, use your browser function..

Affirmation of Attorney

Affirmation of Applicant's Attorney As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

I Accept the above

Attorney's Name Paul E Nilsen

Certification Date Apr 11, 2013

TrAMS C&A Module: PIN Your C&As

The module includes a link to the published C&As if you need to review a category description.

Certifications & Assurances | FY 2016 C&A Affirmations

Recipient Profile Information

Recipient ID 1346 Recipient Name Transportation, Maine Department Of

Certification and Assurance Information

Fiscal Year 2016 Assigned Date Nov 2, 2015
Due Date Jan 31, 2016
Certified Date

Published Certifications and Assurances Document

 [FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES](#) 128.5 KB ←

Certifications and Assurances

<input type="checkbox"/>	Category	Title
<input type="checkbox"/>	01	REQUIRED FOR EACH APPLICANT

C&A Module Form Dates

- The “Assigned Date” refers to the publication in the Federal Register and availability of the C&As in TrAMS.
- The “Due Date” refers to the 90 days allotted to recipients to execute their certifications.
- The “Certified Date” refers to the date of the last action taken to execute the C&As. If your C&As are updated, the updated date becomes the new certified date.

Recipient Profile Information	
Recipient ID 1348	Recipient Name Transportation, Maine Department Of
Certification and Assurance Information	
Fiscal Year 2016	Assigned Date Nov 2, 2015
	Due Date Jan 31, 2016
	Certified Date



The C&A Module: PIN Your C&As

Only the Official and Attorney role will see a view of the C&As with boxes used to select the applicable categories.

Category 01 is required.

7) Click on Boxes to Select Applicable Categories

Certifications and Assurances		
<input type="checkbox"/>	Category	Title
<input type="checkbox"/>	01	REQUIRED FOR EACH APPLICANT
<input type="checkbox"/>	02	LOBBYING
<input type="checkbox"/>	03	PROCUREMENT AND PROCUREMENT SYSTEMS
<input type="checkbox"/>	04	PRIVATE SECTOR PROTECTIONS
<input type="checkbox"/>	05	ROLLING STOCK REVIEWS AND BUS TESTING
<input type="checkbox"/>	06	DEMAND RESPONSIVE SERVICE
<input type="checkbox"/>	07	INTELLIGENT TRANSPORTATION SYSTEMS
<input type="checkbox"/>	08	INTEREST, FINANCING, AND LEASING COSTS
<input type="checkbox"/>	09	TRANSIT ASSET MGMT AND RECIP. SAFETY PLANS
<input type="checkbox"/>	10	ALCOHOL AND CONTROLLED SUBSTANCES TESTING

View if you sign on behalf of both the Official and Attorney; your name and title will populate in both sections of the affirmation.

8) Enter your PIN and Click on “Certify” button. (Here the PIN is required in both fields.)

Certify Affirmation

Please note that this verification is being recorded under the name of:

Official's Name	Roger RIPTA	Certification Date	1/22/2016
Title	None	PIN	<input type="text"/>



Affirmation of Attorney

Affirmation of Applicant's Attorney As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

Attorney's Name NOT SIGNED
Certification Date N/A

Certify Affirmation

Please note that this verification is being recorded under the name of:

Attorney's Name	Roger RIPTA	Certification Date	1/22/2016
Title	None	PIN	<input type="text"/>



View when the Official and Attorney execute individually; you can see the name and date of other individual's action

Affirmation of Applicant

Affirmation of Applicant BY SIGNING BELOW, on behalf of the Applicant, I declare that I bind its compliance. Thus, it agrees to comply with all federal laws and regulations that apply to the program. I agree to comply with the Certifications and Assurances as indicated on the other side of this document. The Representative makes to the Federal Transit Administration (FTA) on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

I Accept the above

Official's Name Brother Masterson

Certification Date Jan 26, 2016

Affirmation of Attorney

Affirmation of Applicant's Attorney As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

I Accept the above

Attorney's Name
NOT SIGNED

Certification Date N/A

Confirmation Notifications

Once the Official PINs, if done independently from their Legal Counsel, the below message will populate noting the C&As still requires action. These are currently not linked to a workflow, so coordination may be necessary to let your counsel know to PIN.

Certifications & Assurances | FY 2016 C&As Not Final

Confirmation Message

 Notification

You have successfully logged the Affirmation of Applicant.

However, the Affirmation of Attorney has not been logged for FY 2016 C&As. The Attorney must also log approval for the C&As before they are final.

Close

Attach Reference Documents If Necessary

- Once you Certify your C&As you will return to the related actions menu in your Organization Profile.
- Select Recipient Documents in the Main Menu.

Records / Recipient Organization
Transportation, Maine Department Of |

-  **Recipient Documents** ←
Manage Recipient Documents
-  **Civil Rights Information**
Manage Civil Rights Information
-  **Certifications & Assurances**
Manage Certifications and Assurances
-  **Fleet Status**
Manage Fleet Status Information
-  **Congressional Districts**
Manage Recipient's Congressional Districts
-  **Direct Recipients**
Manage Direct Recipients Associated with Designated Recipient
-  **POC and Union Information**
Manage Recipient's Points of Contact and Union Information
-  **Sync Recipient Organization With SAM**
Sync with SAM System to Update Organization's SAM Information
-  **Formula Suballocations**
Manage Formula Program Suballocations

Recipient Document

A table will populate with all documents migrated from TEAM. To Add a new document, scroll to the bottom and select “Add Document Button” to proceed to the next form.

<input type="checkbox"/>	Civil Rights	General	156_TITLE VI FINAL_with maps.pdf	TITLE VI - 2014 - Submission 14 of 23	May 29, 2014	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	158_TITLE VI FINAL_with maps.pdf	TITLE VI - 2014 - Submission 15 of 23	May 29, 2014	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	159_TITLE VI FINAL_with maps_0.pdf	TITLE VI - 2014 - Submission 17 of 23	May 29, 2014	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	180_TITLE VI FINAL_with maps.pdf	TITLE VI - 2014 - Submission 21 of 23	May 29, 2014	TEAM Doc

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Upload Documentation

1. Under Document Context select Cert & Assurances.
2. Document Type only provides “general” as an option.
3. Enter a Description (E.g. FY 2016 CA Attorney Signature)
4. Upload a document and use the “Save” Button.

Recipient Organization | Add Documents

Recipient Information

Recipient ID 1369 Recipient Name Massachusetts Bay Transportation Authority

Upload New Document

* Document Context

* Document Type

* Document Description

* Select Document

Recipient Documents

- Recipients may not delete documents uploaded to their profile.
- Contact your FTA contact if a document must be replaced or removed.

Applications and C&A's Incomplete

When you begin a new TrAMS application, if you see C&As as “missing”, that is an indication that your organization has not executed its C&As. Your C&As must be executed prior submission.

Recipient ID 1182	Recipient Name Chicago Transit Authority								
Application Status Information									
Application Number 1182-2016-1	<table border="1"><thead><tr><th>Application Tasks for Completion</th><th>Status</th></tr></thead><tbody><tr><td>Annual C&As</td><td>MISSING</td></tr><tr><td>Executive Summary</td><td>COMPLETED</td></tr><tr><td>Project(s) Validated</td><td>MISSING</td></tr></tbody></table>	Application Tasks for Completion	Status	Annual C&As	MISSING	Executive Summary	COMPLETED	Project(s) Validated	MISSING
Application Tasks for Completion	Status								
Annual C&As	MISSING								
Executive Summary	COMPLETED								
Project(s) Validated	MISSING								
Application Name Reserach for the MGMGrandHotel Transit System									
Status In-Progress									
Last Modified On									



Quick Ref Click Here: View or PIN C&As

1. Click on the Records Tab
2. Click on Recipient Organization from the Main Menu
3. Your Organization will populate
4. Click on the name listed – it is a hyperlink
5. You land on the Organizational Profile summary page
6. Click Related Actions in Sidebar Menu
7. Click on Certs & Assurances in Main Menu
8. Click on field to select Fiscal Year (to view/PIN)
9. Click on Continue Button
10. A View of prior or current year C&A will populate
To PIN....see next slide for additional steps

Steps to Complete C&As “Click Here”

To PIN current Fiscal Year C&As:

- I1. You must have the Official and/or Attorney User Role
- I2. The C&As will populate in a table with boxes (if you have the appropriate user roles).
- I3. Click on boxes of the appropriate Categories (Top box selects All Categories).
- I4. All Recipients must select Category 1.
- I5. Confirm name and title is correct.
- I6. Enter your 4-digit PIN in the Field (or fields if PINning for both).
- I7. Select Certify Button.
- I8. If PINning on behalf of the Attorney upload a copy of the Certifications under Recipient Documents.

Who else gets notified?

- We mentioned earlier that the Grants POC also gets notified when the C&As are available to be executed/PINed.
- The Grants POCs were migrated from TEAM to TrAMS. You can always work with your User Manager to update the POCs.
- To find out who in your organization has this designation....

Organizational Points of Contact

Follow prior steps to find your Recipient Organizational Profile (under the Records Tab). Use the Related Actions “POC and Union Information” in the main menu.

The screenshot displays the FTA Records / Recipient Organization interface. On the left, a sidebar contains navigation links: Summary, News, Related Actions (with a dropdown arrow), Applications/Awards, TrAMS Users, Locations, Designated Recipient, and Suballocations. The main content area is titled 'Records / Recipient Organization' and 'Transportation, Wisconsin Department Of | WISCONSIN DOT' with a 'Follow' button. A list of actions follows, each with a lightning bolt icon:

- Recipient Documents: Manage Recipient Documents
- Civil Rights Information: Manage Civil Rights Information
- Certifications & Assurances: Manage Certifications and Assurances
- Fleet Status: Manage Fleet Status Information
- Congressional Districts: Manage Recipient's Congressional Districts
- Direct Recipients: Manage Direct Recipients Associated with Designated Recipient
- POC and Union Information: Manage Recipient's Points of Contact and Union Information** (indicated by a red arrow)
- Sync Recipient Organization With SAM: Sync with SAM System to Update Organization's SAM Information
- Formula Suballocations: Manage Formula Program Suballocations

Transportation, Wisconsin Department Of | Grantee Point of Contact/Union Information Search

Grantee Information

Grantee ID 1245

Grantee Name Transportation, Wisconsin Department Of

Search Criteria

To view POC/Union Information, select a Contact Type from the list below and click on the 'Search' button.

Contact Type

Search

Add

Cancel

Select Grants in the “Contact Type” and the Search Button to display users. Select the box associated with a User for more information. The User Manager can modify your POCs.

Grantee Points of Contact | Grantee Contact Information

Grantee Information

Grantee ID 1245

Grantee Name Transportation, Wisconsin Department Of

Contact Information

	Title	Contact Name	Phone	Email
<input type="checkbox"/>	PRIMARY GRANT CONTACT	POLLY TUBBS	6082668508	fake@fake.com
<input type="checkbox"/>	SECTION 5310 CONTACT	KATIE PATTERSON	6082660560	fake@fake.com
<input type="checkbox"/>	SECTION 5311 CONTACT	CHAD REUTER	6082647335	fake@fake.com
<input type="checkbox"/>	SECTION 5311 CONTACT	STEPHEN HIRSHFELD	6082670209	fake@fake.com
<input type="checkbox"/>	USER MANAGER--TRAMS	Polly Tubbs	602668508	fake@fake.com
<input type="checkbox"/>	USER MANAGER--TRAMS	Sarah Probasco	6082648426	fake@fake.com
<input type="checkbox"/>	SECRETARY OF TRANSPORTATI	Mark Gottlieb	6082661114	fake@fake.com

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Organizational Points of Contact

You can also use the Excel Report under the Actions Tab and select the Recipient POC Detail Report option from the main menu.

Records Reports **Actions**

ortation
tration

Generate Recipient POC Detail Report

Please fill at least one of the fields marked with an asterisk.

Recipient Report Criteria

***Recipient POC Contact Type**

- 6 - Title VI
- 7 - Section 504
- 8 - ECHO
- 9 - Grants
- 10 - General FTA Issues

Hold ctrl to select multiple.

***Recipient POC SAM Contact Type**

- 1 - Accounts Payable POC
- 2 - Accounts Receivable POC
- 3 - EDI POC
- 4 - Electronic Business POC
- 5 - Electronic Business Alternate POC

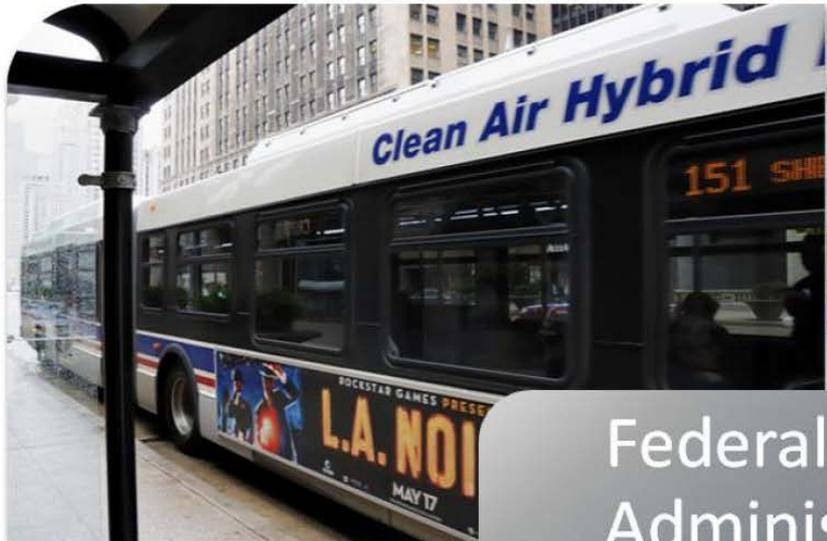
Hold ctrl to select multiple.

Clear Filter

Generate Report Close

- Project Budget Report ☆
Generate Project Budget Report
- Project Scope Budget Report ☆
Generate Project Scope Budget Report
- Recipient POC Detail Report ☆** ←
- Generate Recipient POC and Union Detail Report





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