

FTA

FEDERAL TRANSIT ADMINISTRATION

Understanding ECHO and TrAMS

June 27, 2016
Post to TrAMS Page



U.S. Department of Transportation
Federal Transit Administration

Disclaimer

*Information and screenshots are
subject to change and/or clarifications*

*Thank you for your understanding and
cooperation*

Session Overview

1. Why change the numbering
2. TrAMS Numbering
3. Purchase Order Numbering
4. The Suffix Numbering
5. Overview of Numbers needed for ECHO Reimbursement

TrAMS Numbering Overview

Why a change in the numbering?

- TrAMS obligates funds at the Scope Code level and tracks disbursements at both the Scope Code and Project Levels.

In comparison

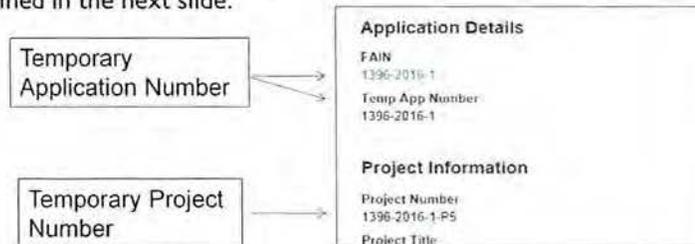
- TEAM obligated and disbursed funds at the application level and by financial purpose code.

1. One of the primary reasons to change the numbering was to be able to obligate more than one fund source within a single award. Second, FTA wanted greater transparency regarding how funds were obligated and reimbursed.
2. To accomplish that goal, the new system allows for funds to be obligated and tracked at the scope code, project and overall award level. Keep in mind that applications also have a new format and require varying levels of information to define the application (narrative and financial information).
3. In comparison to TEAM, financial information was at the overall application/award level (and by FPC or financial purpose code). The FPC only relates to broad activities or categories, such as Planning, or Capital, but did not provide the more discrete level to identify what type of capital activity was undertaken.

**TrAMS Federal Award
Identification Number (FAIN)
& Project Number**

TrAMS Temporary Numbers

- Once an application is created a “temporary application number” is auto-generated (it will display in both locations until the FAIN is formally assigned). In the example below it is 1396-2016-1.
- Once a project is added to an application, a “temporary project number” is also auto-generated). In the example below the project number inherits the temporary number and adds the “P5”; meaning it is the 5th project added to this draft application. The numbers are explained in the next slide.



The temporary application number will always be visible within the application modules. We will breakdown the numbers in the next slides.

Here you can see both the temporary application number and the temporary project number(s).

TrAMS Temporary Numbers

Application Temp #: 1306-2016-15

- Vendor ID (1306)
- FY Application Record is created (2016)
- Next Application in Sequence (15)

Project Temp # 1306-2016-15-P1

- Vendor ID (1306)
- FY Project is Created (2016)
- Next in sequence (15)
- Project # within Application (P1)



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The Temporary number assigned is made up of your:

1. Vendor ID
2. The Fiscal Year that the application was created
3. The next application in sequence that was created

Similarly for the project number; it includes the above pieces of information and each temporary project is identified by a "P" and the next number in sequence.

Project 1 = P1

Project 2 = P2 etc...

Keep in mind that if you delete a Project that was originally created, and then add another new project it should continue with the next number in sequence. (It depends on if you are developing a new application or a post action to an award)

You can always see the temporary number in the system modules.

TrAMS Final Numbers – the FAIN

- FTA can no longer “pick” a number to assign an application ID in advance of the application being determined complete.
- Once the application is determined to be complete, FTA can assign a Federal Award Identification Number or FAIN. This is done via the system.
- Once the FAIN is assigned, the Project Number is also formalized via the system.
- Once the FAIN is assigned, the Purchase Order (PO) Numbers are also established via the system.

The numbers are discussed in the next slides



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FTA staff assign the FAIN via the TrAMS system.

In the past, FTA may have provided you a (temporary) number that would become your final number for your award. By not using the TEAM system generated option, there were gaps in sequence and numbers were abandoned, or improperly assigned.

It is very important that the fund sources are correct at the time of FAIN assignment and PO number assignment.

Your application must be complete before you can obtain a FAIN. When the FAIN is assigned it means the application is ready to be submitted for final reviews and award. A complete application should have its, scope of work, budget, milestones, planning requirements and environmental complete before the FAIN is assigned.

The FAIN and Project Numbers and the Purchase Orders are assigned via the TrAMS system. The next slides further explains each set of numbers.

New TrAMS Awards

FAIN Example: CA-2016-021-00

CA	State
2016	Fiscal Year the FAIN is Assigned
021	Next application in sequence (for the state, in the fiscal year the FAIN is assigned)

* Note that the extension for the initial award/amendment is not required for ECHO drawdowns

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- In TEAM the State abbreviation was used. This information is carried forward to TrAMS. Here CA refers to California.
- Next is the Federal Fiscal Year the FAIN is assigned. Here the FAIN was assigned in FY 2016. This does not change even if the final award is made in the next fiscal year.
- Additionally, note that the year in the FAIN is not the year of funds requested or year funds are obligated, but the fiscal year FTA determines your application is complete and can be submitted for final reviews and award.
- The next set of numbers (021) represents the next application in sequence for the State in the fiscal year of FAIN assignment. (001 to 999)
- The first three sets of this number sequence is the FAIN (the State, Year FAIN assigned, and next in sequence).
- These numbers in the FAIN will be used when seeking drawdowns against new TrAMS awards in ECHO. (For I-Supplier users, the same level of information should be provided in your SF 270 form.)
- The last sequence of numbers refers to the initial award with 00; or the number of future modifications or amendments to the Award, indicated by the 01, 02, 03 etc... related to the FAIN.
- The first 9 digits of the FAIN never changes.

TrAMS Project Number(s): CA-2016-021-01-00

The Project Number(s) inherits the FAIN information and adds the project in sequence. The extension for the initial and amendment is always at the end of the sequence. You will need the Project Number for Echo Drawdowns.

CA	State
2016	Fiscal Year the FAIN is Assigned
021	Next application in sequence (1, 2, ...21, 22...125)
01	Project Number (01, 02, 03 etc...)

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The Project Number is a new concept for FTA grants

- The Project Number inherits the FAIN
- The next two digits is the Project Number; here it is highlighted in red after the FAIN sequence indicated as 01 or Project 1. This was previously identified as P1 in the temporary number.
- This may get confusing as we know there will be instances where the Project Number may be 01 and the amendment may be 01 (or 02 and 02). Keep in mind that the last two digits will always be associated with the initial award or amendment to the original award.
- You can have as many projects as you need in an award; in many cases it may simply be one project. Work with your FTA point of contact to understand how they want you to develop your applications.

What does it look like? Summary Page of Application

Records Applications / Awards

FL-2016-002-00 | FY 2015 Section 5339 Bus and Bus Facilities [Follow](#)

Recipient Details

Recipient ID: 1089 Recipient Name: Miami-Dade County Of

Award Status Information

FAIN: FL-2016-002-00 **FAIN #**
Temp App Number: 1089-2015-3 **TEMP #**

Award Name: FY 2015 Section 5339 Bus and Bus Facilities
Award Status: Active (Executed)

Projects for Application

Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
FL-2016-002-01-00	FY 2015 Section 5339 Bus and Bus Facilities	\$1,684,625	Mar 01, 2016	mapl@miamidade.gov

Project Number #



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After FAIN Assignment

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Here is a screen shot of the application summary page highlighting the final FAIN, the original Temporary Number, and the Project Number. In this example there is only one project. If additional projects were included, they would also be listed here in the grid.

Purchase Order (PO) Number

Purchase Order (PO) Number

- The PO Number looks similar to the TEAM award Project Number.
- The PO Number is linked to the DELPHI system and is required for disbursements and refunds.
- A PO Number is required for each fund source in your application.
- If you have two fund sources, you will have two PO Numbers.
- If you have two projects with the same fund source, you will have one PO Number.
- If you have one project with three fund sources, you will have three PO Numbers.



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The Purchase Order, or PO Number is linked with our financial management systems. The numbering of the PO will look very familiar to the original TEAM award number that was commonly referred to as a “Project Number”.

The PO number will be used when seeking reimbursement from ECHO for your TrAMS awards. There will be one PO number for each funding source requested in an application. In most cases it will have one PO Number for the one fund source.

If you create a multi-sourced application (sometimes referred to as a “super-grant”) you will have one PO Number for each fund source. They are differentiated by the Section Code associated to the fund source. You are likely familiar with this concept from TEAM.

The PO Numbers are related to the funds sources and not the number of Projects within your application. So for example: If you have two projects but only one fund source you will only have one PO. If you have three funds sources applied to one Project, you will have three POs. This information will be important when it comes time to complete your drawdown. We will explain this in a few more slides.

Example PO Number FL340043

FL	Recipient's State
34	Fund Program Section Code
"0"	Activity Code/Fund Purpose Code (FPC)
043	Next number in sequence for the State/Section Code/Activity Code Combo

This is the state of Florida's 43rd award of Section 34 funds (Section 5339) for capital activities. (*Note: the Activity Code (or FPC) is defined by the type or types of activities in the application*)



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The PO Number is comprised of the following information:

FL - is the Recipient State (similar to what is used in the FAIN). This is information derived from your recipient profile.

34 - In an example of the Fund Program Section Code, most agencies might be familiar with Section 90 or 18 for example. This information is auto generated based on the fund sources selected in application development.

0 - is the Activity Code, more frequently referred to as the fund purpose code (or FPC) and is associated with the activities included in the scope of work such as capital (00) or planning (02) or operating (04).

043 - is the next in sequence and is auto generated by the system.

Note that new TrAMS grants do not rely on the FPC codes as we did in TEAM, for example, we no longer do FPC fund transfers for new TrAMS grants because the funds are obligated at the scope code level. So where do you see the related FPC? You will see it associated to one or more Account Classification Code once your funds are reserved. We will point this out in a later slide

What would it look like for a New TrAMS Application with two fund sources ?

Application Control Totals Summary

Funding Source Name	Amount
49 USC 5307 - Urbanized Area Formula (FHWA xfer FY 2007 fwd)	\$1,604,800
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	\$176,258
Local	\$14,827
Local/In-Kind	\$0
State	\$430,437
State/In-Kind	\$0
Other Federal	\$0
Transportation Development Credit	\$0
Adjustment Amount	\$0
Total Eligible Amount	\$2,226,322

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Source: Application Control Totals found in the Dashboard of your Application/Award

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In this example the award agreement was obligated two different funding sources; this information can be found using the application control totals dashboard. .

PO's and 2 Fund Sources

Using the same example, here there is one Project with two funding sources; each PO Number represents a fund source. During Echo Draws, the user will need to select the FAIN and the appropriate PO Number.

Award Funding - Account Class Code

PO Number	Project Number	Cost Center	Scope Code Name Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unit
Source #1 PA-95-X642	PA-2016-001-01	65000	114-00 BUS SUPPORT EQUIP AND FACILITIES A2	2016-25-99-912	00	\$170,268.00	\$0.00	\$0.00	\$0.00	\$1
Source #2 PA-95-X116	PA-2016-001-01	65000	114-00 BUS SUPPORT EQUIP AND FACILITIES A1	2016-45-95-SX2	00	\$1,604,600.00	\$0.00	\$0.00	\$0.00	\$10



Source: Related Actions "Application Fund Status"

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From this information I can see that :

Only one project was included. See the column Project Number only has an "01" listed.

The one project received two fund sources, therefore there are two distinct PO Numbers listed.

There is only one Scope Code Category included in this application 114-00, it is listed twice to demonstrate the amounts applied to this scope code from each fund source. Source 1 applied \$176K and Source 2 applied \$1.6 M.

The Activity Code or FPC is "00" ... reminder I do not need this information for drawdowns, it is for informational purposes only for TrAMS grants. The FPC is generally consistent with the Accounts associated to the Scope Code/Suffix combination.

So how does this related to your application development? If you require two fund sources to complete an activity, you will need to create two separate Scope Code ALL combinations, you will select the appropriate fund source and apply the amount of funds as applicable. It is best to work with your FTA point of contact BEFORE transmitting an application to ensure it is properly developed.

TrAMS Suffix

Understanding the “Suffix” It’s New!

- Each application Project must include at least one Scope Code and one Activity Line Item (ALI).
- At fund reservation, each distinct Budget Scope Code is associated with a unique identifier; we call a “Suffix” to delineate one scope verses other scope codes (i.e. 114-00, 117-00, etc..).
- The Suffix is auto-generated and is identified by a 2-digit sequence A1,A2,A3... A9; then B1...B9; C1...C9, etc..
- **A separate Suffix is applied when multiple/different funding sources are applied to the same scope code within the same project. See example in next slide.**
- Each Scope Code - Suffix combination is associated with an amount and fund source that will be used during a drawn down in ECHO.
- So you need the FAIN, PO Number, Scope Code and Suffix...

See Slide

Using the same Award with two funds sources with same Scope Code we can see the 2 different Suffix. Project 01 has two 114-00 Scope Codes. In application development one of 114-00 Scope/ALI has Section 90 funds identified; and at reservation/obligation it was assigned Suffix A2. The other 114-00 Scope Code/ALI has Section 95 funds identified (see slides 16 and 17); because it is a different fund source it must have a different Scope Code/Suffix combination and was assigned a Suffix of A1.

Award Funding - Account Class Code										
PO Number	Project Number	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unk
PA-90-X242	PA-2016-001-01	65003	114-00 BUS SUPPORT EQUIP AND FACILITIES A2	2015 25 90 91 2	00	\$176 250 00	\$0 00	\$0 00	\$0 00	\$1
PA-95-X116	PA-2016-001-01	65003	114-00 BUS SUPPORT EQUIP AND FACILITIES A1	2016 45 95 SX 2	00	\$1 604 000 00	\$0 00	\$2 00	\$0 00	\$16

Possible Future Enhancement: separate column to separate out the suffix

Tips: If you ever see a grid/table, in most cases you can sort the information by clicking on any of the column headers. If you selected Scope Code Suffix header, it would sort accordingly, you may need to click twice to populate your preferred view of the information.

Scopes and Suffix (Same fund Source)

Current configuration of TrAMS rolls up all activities under the same scope code within a Project under the same fund source. For example, if you have three (3) rolling stock Scope/ALIs the budgets will roll-up under one Scope-Suffix combination (when the same funding source is used). In the example below: Box A has two 634-00 Scope Codes and three 635-00 Scope Codes. They are all included in one Project and there is one PO Number so there is one fund source. The individual allocations for each Scope/ALI combination will roll up to one Scope-Suffix combination under the one PO Number (same fund source). Here the total amount applied from the two Scope/ALI for 634-00 rolls up and is assigned Suffix A3 (Box B).

			PO Number: KY-18-X030 / Project Number KY-2016-002-01				
Completed	634-00 INTERCITY BUS TRANSPORTATION	30 09 01 UP TO 50% FEDERAL SHARE	KY-18-X030	KY-2016-002-01	65000	620-00 PROJECT ADMINISTRATION A6	2016 25 18 01 2 09
Completed	634-00 INTERCITY BUS TRANSPORTATION	11 13 15 BUY VAN F SVC EXPANSION					
Completed	635-00 RURAL TRANSIT ASSISTANCE PROGRAM	43 50 01 TRAINING	KY-18-X030	KY-2016-002-01	65000	634-00 INTERCITY BUS TRANSPORTATION A3	2016 25 18 01 2 09
Completed	635-00 RURAL TRANSIT ASSISTANCE PROGRAM	43 50 02 TECHNICAL ASSISTANCE					
Completed	635-00 RURAL TRANSIT ASSISTANCE PROGRAM	43 50 04 RELATED SUPPORT SERVICE	KY-18-X030	KY-2016-002-01	65000	635-00 RURAL TRANSIT ASSISTANCE PROGRAM A1	2016 25 18 07 2 07
			KY-18-X030	KY-2016-002-01	65000	646-00 JARC PROJECTS A4	2016 25 18 01 2 03

Box A Scopes and ALIs

Box B / Suffix A3

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You may be looking at an award and wondering why don't I see a separate Suffix for each Scope / ALI that was entered in the system? First ask yourself, did you apply the same fund source; if yes then the way that TrAMS is currently configured it will roll up all similar Scope Codes for that fund source as shown here. If you had multiple sources applied, you would see the example we just walked through.

In this example, there are two 634-00 Scope/ALI combos included in the Project budget in the same project. Since there is only one funding source the total of the two 634 Scope/ALI combos roll up when looking at your financial status information. Suffix A3 was applied and will be needed when drawing down funds against this project and this scope code.

Note: One Accounting string is applied in this example. However, more than one could be applied. Keep in mind you can sort the grid to view this information in different formats.

This example has 1 fund source which equals 1 PO Number
 This example has 5 projects; Projects 2, 3, 4 and 5 all have the same 127-00 Scope Code. Because each scope code is included in a separate project each Scope Code has a separate suffix. This is to allow for drawdown to occur by Project, PO Number, Scope Code, and Suffix combination.

Obligation Details								
PO Number	Funding Source			Amendment Obligation Amount		Cumulative Obligation Amount		
PA-54-0005	49 USC 5337 - (MAP 21) State of Good Repair Formula Grants			597 146 613		597 146 613		
PO Number	Project Number	Cost Center	Scope Code / Name / Suffix	UZA Code / Name	Account Class Code	FPC	Amendment Obligation	Cumulative Obligation
PA-54-0008	PA-2016-002-01-00	65000	122-00 RAIL TRANSITWAY LINES (1220-A1)	420040 - Philadelphia PA-NJ-DE-MD	2016 25 54 38 2	00	\$33 600 000	\$33 600 000
PA-54-0008	2 PA-2016-002-02-00	65000	127-00 OTHER CAPITAL ITEMS (RAIL) (1270-A2)	420040 - Philadelphia PA-NJ-DE-MD	2016 25 54 38 2	00	\$36 200 000	\$36 200 000
PA-54-0008	PA-2016-002-03-00	65000	121-00 RAIL - ROLLING STOCK (1210-A2)	420040 - Philadelphia PA-NJ-DE-MD	2016 25 54 38 2	00	\$7 689 728	\$7 689 728
PA-54-0008	3 PA-2016-002-03-00	65000	127-00 OTHER CAPITAL ITEMS (RAIL) (1270-A3)	420040 - Philadelphia PA-NJ-DE-MD	2016 25 54 38 2	00	\$5 999 585	\$5 999 585
PA-54-0008	4 PA-2016-002-04-00	65000	127-00 OTHER CAPITAL ITEMS (RAIL) (1270-A4)	420040 - Philadelphia PA-NJ-DE-MD	2016 25 54 38 2	00	\$12 290 917	\$12 290 917
PA-54-0008	5 PA-2016-002-05-00	65000	127-00 OTHER CAPITAL ITEMS (RAIL) (1270-A5)	420040 - Philadelphia PA-NJ-DE-MD	2016 25 54 38 2	00	\$1 366 383	\$1 366 383



This is a good example to explain more about how the Suffix is applied.

Here you can see that the suffix has a sequence A1, A2, A3, It does NOT start over again at A1 with the next project. The sequence continues until you reach 9.

Alternate example: If Project 1 had 6 different unique suffix for each scope codes. Project 1 would have A1 to A6 Suffix applied. Then in Project 2 the first unique scope code would receive the A7 and so forth. If you amendment Project 1 to add a new scope code number, that scope code would be assigned the next suffix in sequence for the overall award. It would get A8.

Example: TEAM applications always have one (1) project and one (1) fund source and will have one Purchase Order (PO) Number

Award Details

FAIN PA-57-X015-00	Award Name New Freedom Program
Temp App Number PA-57-X015-00	Award Status Active (Executed)

Award Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
PA-57-X015	49 USC 5317 - New Freedom	\$1 415 612 00	\$0 00	\$1 411 723 00	\$0 00	\$3 889 00

Source: From Application; Use Related Actions and Select Award Fund Status. This is a partial display of information; see next slide for more details.



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The next few slides explain what you see in the system and how to recognize the information needed to complete your drawdowns.

Here under the application Award Fund Status related action, you will find your application information including your POs; information sorted by FPC, Accounting Strings by PO and FPC, etc... and your authorizations, and disbursements. This is the best source to find your information until alternate reports can be produced via Trams.

Please be advised that we have an enhancement logged to provide this information in alternative formats that you can more easily manipulate such as an export. Your patience until we can implement this enhancement is appreciated.

Award Fund Status Obligation & Disbursement Info

You can find obligations, disbursements, refunds, and your unliquidated balance by PO Number and by Scope Code.

PO Number	Project Number	Cost Center	Scope Code (Name / Suffix)	Account Class Code	FPC	Obligation	Deobligation	Disbursement
AR-90-X142	AR-2016-081-01	65000	117-00 OTHER CAPITAL ITEMS (BUS) A2	2016 25 90 91 2	00	\$350,067.00	\$0.00	\$247,000.00
AR-90-X142	AR-2016-081-01	65000	117-00 OTHER CAPITAL ITEMS (BUS) A2	2016 25 90 91 2	01	\$267,671.00	\$0.00	\$0.00
AR-90-X142	AR-2016-081-01	65000	300-00 OPERATING ASSISTANCE A1	2016 25 90 91 2	04	\$720,000.00	\$0.00	\$303,000.00

PO Number	FPC	FPC Description	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
AR-90-X142	00	CAPITAL	\$350,067.00	\$0.00	\$247,000.00	\$0.00	\$103,067.00
AR-90-X142	01	OPERATING ASSISTANCE	\$720,000.00	\$0.00	\$303,000.00	\$0.00	\$417,000.00
AR-90-X142	04	AJA Paratransit	\$267,671.00	\$0.00	\$0.00	\$0.00	\$267,671.00

By Individual ECHO Drawdown

AR-90-X142	AR-2016-031-01-00	117-00 OTHER CAPITAL ITEMS BUS	N/A	65000	2016 25 90 91 2	00	4/7/2016	Disbursement	\$40,000.00
AR-90-X142	AR-2016-021-01-00	300-00 OPERATING ASSISTANCE	N/A	65000	2016 25 90 91 2	04	4/7/2016	Disbursement	\$60,000.00

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TrAMS - ECHO

Pulling the Numbers Together

Each Number is Required to complete an Echo Drawdown

FAIN	• FL-2016-002
Project Number	• FL-2016-002-01
PO Number	• FL340043
Scope Code	• 117
Suffix	• A3

Notes

- The award extension for initial or amendments are not required in ECHO and do not display
- The dashes are not required for the FAIN, Project Number or PO Number
- The extension on the Scope Code does not display



This slide reflects the information that you will need to make your payment request for a TrAMS grant in ECHO. An example from the Obligation Details summary from TrAMS is listed on the next slide.

ECHO WEB 2.0

Assigning the TrAMS Numbers to ECHO Fields

When seeking reimbursement from a TrAMS Grant, select the appropriate radio button and then the "Submit Button" - this will prompt you to complete the request only for TrAMS awards.

Federal Transit Administration
ECHO Web - Grantee Payment Request System

Grantee Options
Payment Request
Cancel Payment
Payment Status / Reports

Support
Contact Help Desk
User Manual
FAQ/Knowledge Base

Account Options
Change Password
Security Questions
Log Out

Select Payment Request Option

Payment request for TEAM Grants
 Payment request for TrAMS Grants

Switch ECH Submit

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The next few slides explain what you will see in the system when you login to ECHO to make a payment request. It is important that you choose the correct option for the request that you want.

For awards that were completed prior to FY2016. You will continue to make drawdown request in the TEAM module. For awards that were completed in FY2016, payment request will be made in the TrAMS module.

Payment Request Form (Part 1)

Box 1: The following fields will auto populate in the TrAMS Payment Request module in ECHO: **ECN, Date, Vendor Name**, and the next **sequence** in drawdowns
Then based on your Vendor ID select your **TrAMS Grant** and **Project Number**

Box 1			Payment Request		
ECN	Date	Vendor Name			
69084001	04-04-2016 08:41:17	FTA/TBP-40			
TrAMS Grant	Project Number	Sequence #			
FL2016002	FL201600201	42			

Box 2: Select from available dropdown menus **PO Numbers, Scope and Suffix**

Box 2						
PO Balance is current as of 8 am EST the previous business day.						
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount	
FL340043	117	A3	\$58,764.00			
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount	
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount	



When you login to ECHO and continue to the payment request screen, the following information will auto-populate in the first line of the box. You will have to select the TrAMS grant and Project Number from the dropdown menus base on the TrAMS grant you desire to make a drawdown from.

If you do not see the TrAMS grant you wish to make a draw down request from, please allow at least two business days before submitting a payment request on a new award to permit time for the award to get processed into ECHO.

Payment Request Form (Part 2)

- Once you select the PO Number, Scope and Suffix from the dropdown menus, the PO Balance will automatically populate.
- You will be required to manually enter in the Request Amount or Return Amount. Once entered, select the Submit button

Payment Request

ECN [69084001]	Date [05-16-2016 00:55:45]	Vendor Name [FTA/TEP-40]
TrAMS Grant [FL2016002]	Project Number [FL201600201]	Sequence # [13]

PO Balance is current as of 8 am EST the previous business day.

PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
[FL340943]	[117]	[A3]	\$58,764.00	\$100.00	50.00
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
[PO Number]	[Scope]	[Suffix]	[PO Balance]	[Request Amount]	[Return Amount]
				Total Request Amount	\$100.00

Submit this payment request?



FEDERAL TRANSIT ADMINISTRATION

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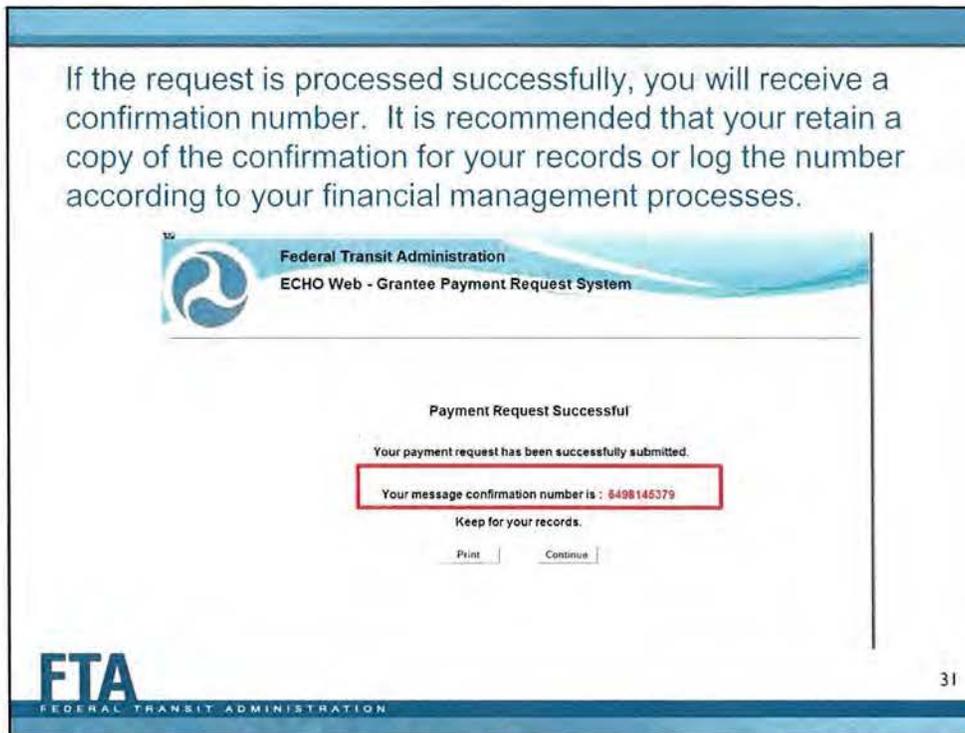
Once the TrAMS grant and Project is selected, then select the PO Number, Scope and Suffix from the available dropdown menus.

Your PO Balance will automatically populate after selection is made from those fields. At that time, you can enter your payment request or return amount. Please note that your PO Balance is current as of 8am EST for the previous business day.

See page 29 of the ECHO Web User Manual for parameters for returning a payment.

If more lines are needed to request payments, click in the last Return Amount box and click tab, additional lines will appear up to 20 which is the max.

If the request is processed successfully, you will receive a confirmation number. It is recommended that you retain a copy of the confirmation for your records or log the number according to your financial management processes.



Once you have successfully submitted your request, a screen confirming your request will appear.

Please keep your message number for reference. FTA uses this number to research any fund request inquiry you may have later. The message number indicates that your request has been recorded. Your request will enter FTA's internal financial management system for processing at 8:00 AM EST and 2:00 PM EST.

Note that a message number does **NOT** guarantee that your request will process successfully, as FTA's internal financial management system may detect errors when the request enters the system for processing.

ECHO Reminders

- Once FTA completes an Award recipients must execute the Award Agreement before funds can be drawn down.
- After execution, expect 2-3 days before the award is processed in FTA's financial systems before you attempt a drawdown.
- Payment Requests must be completed for one TrAMS award (FAIN) at a time. You should not attempt to select more than one TrAMS Grant (FAIN), PO/Scope/Suffix combination. A separate reimbursement request must be completed for each individual TrAMS award. However, you may draw down funds on multiple PO's under the same TrAMS Grant (FAIN). This is different than for TEAM grant drawdowns in ECHO.

See Slide...

ECHO Reminders

- When making a request you must enter whole dollars (no pennies).
- Balance information in ECHO is as of 8 AM the prior day.
- Information is processed twice a day through FTA's financial system (8 AM and 2 PM).
- When submitting a request; it must complete processing through the financial systems. *The submitted screen only means it was entered properly and it now will be processed.*
- You can check your application award fund status in TrAMS after a few days to confirm the disbursement is accurately reflected, or use ECHO to check your balance.

FTA's TrAMS Page

Please bookmark the page, this will be FTA's location for posting information available to our stakeholders and notices regarding TrAMS.

The screenshot shows the Federal Transit Administration's website page for TrAMS. The header includes the FTA logo and navigation links for 'About', 'Funding', and 'Regulations & Guidance'. The main content area features a breadcrumb trail: 'Home > Funding > Grants > TEAM/TrAMS'. The title is 'The Transit Award Management System (TrAMS): FTA's Next Generation of TEAM'. The text explains that TrAMS is a platform for awarding and managing federal grants, designed to be more efficient and transparent than the previous TEAM system. It notes that on November 30, 2015, recipients received instructions on how to log in to the production version of the system. For more information, it directs users to contact their agency's user manager or the Office of Program Management. The page also includes a 'Related Links' section with links to 'Sign up for TrAMS' and 'FAQ on TrAMS Transition', and a 'Resources' section with contact information for the Office of Program Management.

Federal Transit Administration

About Funding Regulations & Guidance

Home > Funding > Grants > TEAM/TrAMS

TEAM/TrAMS

The Transit Award Management System (TrAMS): FTA's Next Generation of TEAM

Welcome to the Transit Award Management System (TrAMS), FTA's platform to award and manage federal grants. TrAMS was created to provide greater efficiency and improved transparency and accountability and replaces the TEAM platform.

On November 30, 2015, FTA recipients were sent an email with instructions on how to log on to the production version of the system and establish a password. If you did not have a recent TEAM account, and would like access to TrAMS, contact your agency's user manager, who can establish and manage your agency's TrAMS users. If your agency does not have a User Manager, please contact your FTA local security manager.

Office of Program Management
Federal Transit Administration
1200 New Jersey Avenue, S.E.
Washington, DC 20590
United States

Phone: 202-366-2052
Fax: 202-366-7951

Need Help?

TrAMS Help Desk:

(877) 561-7466

FTA.TrAMS.Help@DOT.GOV

ECHO Web Help Desk

(202) 366-1004

FTA.EchoWeb@dot.gov



Federal Transit
Administration
www.fta.dot.gov

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