Year End Transactions

Transit Award Management System Update
Session Overview

- Critical Dates
- New Applications (Award & Execution)
- Post Award Actions (BR, Amends, Close Outs)
- Reporting Requirements
- ECHO Drawdowns
- Designated Recipients
- Getting Ready for TrAMS
- TEAM grants in TrAMS
Critical Dates

September 25, 2015

– TEAM Shut Down
– New Awards & Execution
– Post Award Actions Approved & Executed
– ECHO Year End Close

October 16, 2015 ECHO reopens
Existing Awards & TEAM Shut Down

- All pending budget revisions must be approved by FTA prior to September 25, 2014
- All pending amendments must be approved by FTA and executed by the recipient prior to September 25, 2014
- Recipients should promptly execute awards to be in active status by 9/25/2015, to draw down funds.
- If you miss 9/25 deadline to execute, FTA will work with those grantees to execute their awards after TrAMS is operational. Your award will not be active until it is executed.
FFR and MPR Reporting

• Quarter 4 Reporting (July 1st thru September 30th) Reports will be submitted in TEAM. TEAM will be open October 1st to October 30th only for reporting.

• Submitted reports will be reviewed by FTA in TrAMS.

• Non-submitters must reconcile information in TrAMS in the next reporting cycle.

• Last data entered into TEAM (regardless of report submission status), will be migrated into TrAMS and be the baseline for Q1 Reporting in TrAMS.
Transportation Enhancement Activity Reports

Quarter 4 Reporting Requirement

• Attach/Paperclip report in TEAM;

• Add information to your 4th Quarter MPR;

• File as directed by your Regional Office.

• Reports must be filed by October 30th.
DBE Reporting

• Do not report in TEAM.

• Semi-Annual DBE Reporting will be completed in TrAMS once it is operational.

• The new DBE form currently in TEAM will be the same in TrAMS.

| DBE Awards/Commitments This Reporting Period |
| Breakdown By Ethnicity & Gender: |

<table>
<thead>
<tr>
<th>Contracts Awarded to DBE this Period</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total to DBE (Dollar Amount)</td>
<td>Women</td>
<td>Men</td>
<td>Total</td>
<td>Women</td>
<td>Men</td>
<td>Total</td>
</tr>
<tr>
<td>11. Black American:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>12. Hispanic American:</td>
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<td>0</td>
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<tr>
<td>13. Native American:</td>
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<td>0</td>
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<tr>
<td>14. Asian Pacific American:</td>
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<tr>
<td>15. Subcontinent Asian Americans:</td>
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<td>0</td>
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<tr>
<td>16. Non Minority:</td>
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<td>$0</td>
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<td>17. Total:</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Payments On Ongoing Contracts:
(Report Activity of ongoing contracts)
Charter Reporting

- Charter Reporting may be completed in TEAM until September 25, TEAM Close.

- Charter Reporting is currently not part of TrAMS. FTA will hold separate information session and training in the Fall.
ECHO Drawdowns

• Year End Close is same as prior years.
• ECHO must close for a short period for financial year-end activities.
• ECHO closes on September 25, 2015.
• ECHO reopens on October 16, 2015.
• After October 16\textsuperscript{th} drawdowns can begin again.
• Currently no anticipated closure of ECHO after it reopens and we transition to TrAMS.
ECHO Web 2.0 Update

• ECHO Users must Sign Up and receive Authorization to obtain access to the new ECHO Web 2.0. Instructions and forms will be made available through the Regional Offices and posted to the FTA website.

• ECHO Web 2.0 supports drawdowns for both TEAM and TrAMS Awards

• ECHO Web 2.0 Opens Mid October

• Training Materials will be made available.
FTA Actions After TEAM Shutdown

• FTA Conducts Year End Business
• TrAMS Contractor completes final migration of TEAM Data and Conducts Quality Checks
• Financial data reconciliation FMS/TrAMS
• Satisfy Security Requirements for TrAMS
• Launch TrAMS
Getting Ready for TrAMS

• User Information is correct in TEAM
• SAM registration is current
• DUNS information is correct
• User Manager, know who will be designated
• Clean Up stale grant applications
• Clean Up Civil Rights Information
• Review your portfolio of Grants
Where to get information

FTA’s Website under Grant Programs
Your Regional Office
Sign up for Alerts to stay current