



Happy New Federal Fiscal YEAR

from all of us at FTA-TEAM Web!

As you log in to the FTA's TEAM-WEB Grants Management System (<http://ftateamweb.fta.dot.gov/>) in this new year, *please do a review* of your important recipient information. When we have the right information, it helps us do better business with you!



Check and Edit your Recipient Contact information

You have the ability to add, change, and delete the information relating to important contacts within your organization. Please ensure this information is updated regularly so that you receive all appropriate correspondence from FTA.

This information is accessible through TEAM-Web (<http://ftateamweb.fta.dot.gov/>) in the "Recipients" option at "View/Modify Recipients," at the "Contact Persons" tab. For assistance using these entry screens, you can refer to the TEAM-WEB User's Guide, accessible through the TEAM-WEB Home Page, (<http://ftateamweb.fta.dot.gov/static/userguide.html#>, refer to Chapter 2. Retrieving Records)

To obtain a concise listing of the current contact information available in FTA's TEAM-WEB for your organization, please use the Menu Option Data Query, Dynamic Query, Recipient Contact Information. Once you click submit, the report is returned in a spreadsheet layout, and can be used to see all of your information quickly in one place, in order to determine contact information edits that may be necessary through the TEAM application. It is also what we will use to contact you for general correspondence, so if you would prefer to receive email, be sure and provide accurate email addresses with your contacts.



Check your TEAM-WEB User Information

Please also review the list of users in your organization that have access to your grants in TEAM-WEB. Please note any that have left your organization, or that may have moved on to other responsibilities, so that we can ensure that their user accounts are appropriately disabled.

To obtain a concise listing of the current contact information available in FTA's TEAM-WEB for your organization, please use the Menu Option Data Query, Dynamic Query, Active Users. Once you click submit, the report is returned in a spreadsheet layout, and can be used to see all of your information quickly in one place, in order to determine adjustments that may be necessary through your regional office.

As always, contact your regional office to obtain or modify user access to TEAM. (FTA Office Information http://www.fta.dot.gov/about/about_FTA_FTA_Offices_and_Key_Personnel.html)



Submit your Certifications and Assurances

Before FTA may award Federal financial assistance through a Federal grant or cooperative agreement, the Applicant must submit all certifications and assurances pertaining to

itself and its project as required by Federal laws and regulations.

Annually, the text of the certifications and assurances is posted on the FTA website (<http://ftateamweb.fta.dot.gov/static/LegalDocs/LegalDocs.htm>), the TEAM-WEB Home Page, and also appears in TEAM-Web (<http://ftateamweb.fta.dot.gov/>) in the "Recipients" option at "View/Modify Recipients," at the "Cert's & Assurances" tab. Use this last location to electronically submit or "PIN" your Certifications and Assurances to FTA.



Check your Grants Nearing Completion (95 – 100% Disbursed)

To obtain a concise listing current information available in FTA's TEAM-WEB for your organization, please use the Menu Option Data Query, Dynamic Query, 95-100% Disbursed Report. Once you click submit, the report is returned in a spreadsheet layout, and can be used to see all of your information quickly in one place, in order to determine any attention that may be necessary.

As always, contact your regional office regarding the management of your grants. (FTA Office Information http://www.fta.dot.gov/about/about_FTA_FTA_Offices_and_Key_Personnel.html)