TEAM-Web User Guide

The following Change History table shows any changes or inclusions to the TEAM-Web User Guide at the “compilation” chapter level. This serves to notify those users who may want to download and/or print out the most current version, should they have a copy that is out of date. A more detailed change history is included within each chapter version.

Note: Print Dates noted throughout the header of each chapter are MS Word “print date” features – for the purposes of Adobe PDF, they can be referenced as a “conversion date” since the date becomes locked thereafter.

Compilation Change History

Version	Date	Description	Change By
1.0	07/13/2007	First Compilation – combines the following chapter versions: 2007_04_30_CH01_v2.02, 2007_04_23_CH02_v2.0, 2007_05_03_CH03_v2.01, 2007_05_10_CH04_v2.01, 2007_05_11_CH05_v2.01, 2007_05_24_CH06_v2.02, 2007_05_30_CH07_v2.01, 2007_06_06_CH08_v2.02, 2007_06_13_CH09_v2.02, 2007_06_21_CH10_v2.02, 2007_06_26_CH11_v2.02, 2007_06_27_CH12_v2.01, and 2007_07_13_CHApx_v2.03	Travis Klein
1.1	03/11/2008	All chapters have been modified. Reservation screen changes for split regions are covered in Chapter 6, and the new charter registration reporting is in Chapter 13 – all other chapters have minor changes or reference updates. This version combines the following Chapter versions: 2008_02_27_CH01_v2.03, 2008_02_27_CH02_v2.01, 2008_02_28_CH03_v2.02, 2008_02_28_CH04_v2.02, 2008_02_29_CH05_v2.02, 2008_02_27_CH06_v2.04, 2008_02_29_CH07_v2.02, 2008_02_29_CH08_v2.03, 2008_02_29_CH09_v2.03, 2008_02_29_CH10_v2.03, 2008_02_29_CH11_v2.03, 2008_02_29_CH12_v2.02, 2008_03_11_CH13_v1.1, 2008_02_29_CHApx_v2.04	Travis Klein

TEAM-Web User Guide

Introduction and Chapter 1
Login Procedure and TEAM-Web Navigation

By:
QSSI

Version: 2.03
Date: 02/27/2008

Chapter 1 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	04/27/2007	Label graphics and referred to them in the text	Travis Klein
2.02	04/30/2007	Changed top and bottom margins	Travis Klein
2.03	02/27/2008	Minor formatting and content modifications	Travis Klein, Patty String

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Chapter 1 Table of Contents

Introduction

The TEAM-Web User's Guide provides detailed information on how to access and use the Federal Transit Administration's online TEAM-Web system. It covers the entire development and administration process of federally assisted projects, from submission of applications to project management and close-out. It also gives a step-by-step procedure for each stage of the project management process.

The TEAM-Web User's Guide covers the creation, submission, award, and execution of an application, quarterly reporting, close-out, Recipient information, and User administration functions. It can be used in two ways: as a reference manual for Recipients and FTA officials and staff who wish to create or manage a project, or as a tutorial for Recipients and FTA staff who are following the training scenario.

When using the TEAM-Web User's Guide as a reference manual for creating or managing a project, choose the Quality Assurance database from the drop-down list in the Login window. After you have successfully logged in and entered the TEAM-Web system, turn to the appropriate section of the TEAM-Web User's Guide and follow the instructions. The pictures are there to guide you through the various processes, but the entry text displayed in the pictures is meant to serve only as an example. You should enter information specific to your application.

Two of the top priorities for the TEAM-Web development group are to create an efficient, accurate environment for managing Federal Transit Administration and Department of Transportation projects, and to document every aspect of the system for maximum usability.

As the TEAM-Web system continues to grow and change with the new requirements and system updates, some aspects of how to enter and display information in TEAM-Web may be modified. Unfortunately, with new functionality being added to the TEAM-Web system, certain sections of this guide may become outdated. As changes are made, the online TEAM-Web User's Guide will be revised.

The development group will maintain the TEAM-Web User's Guide to supplement updates to TEAM-Web. We encourage you to check the online version of this User's Guide frequently. This will ensure that you are reading the most current documentation available for the system.

In the User's Guide Appendix, you will find a glossary of terms used within TEAM-Web. The table of contents and an index exist within each module of the guide and the Compilation Overview contains a quick reference for the contents of each module.

For information on Federal requirements for processing your applications, please contact your local FTA regional office. For assistance with logging in or using the TEAM-Web system, please contact the TEAM Helpdesk at: Toll Free (888) 443 – 5305, or online at TEAM.Helpdesk@fta.dot.gov

Chapter 1: Login Procedure and TEAM-Web Navigation

Overview

This chapter explains how to log in to the TEAM-Web system from your computer and how to navigate through the TEAM-Web screens.

Login Procedure

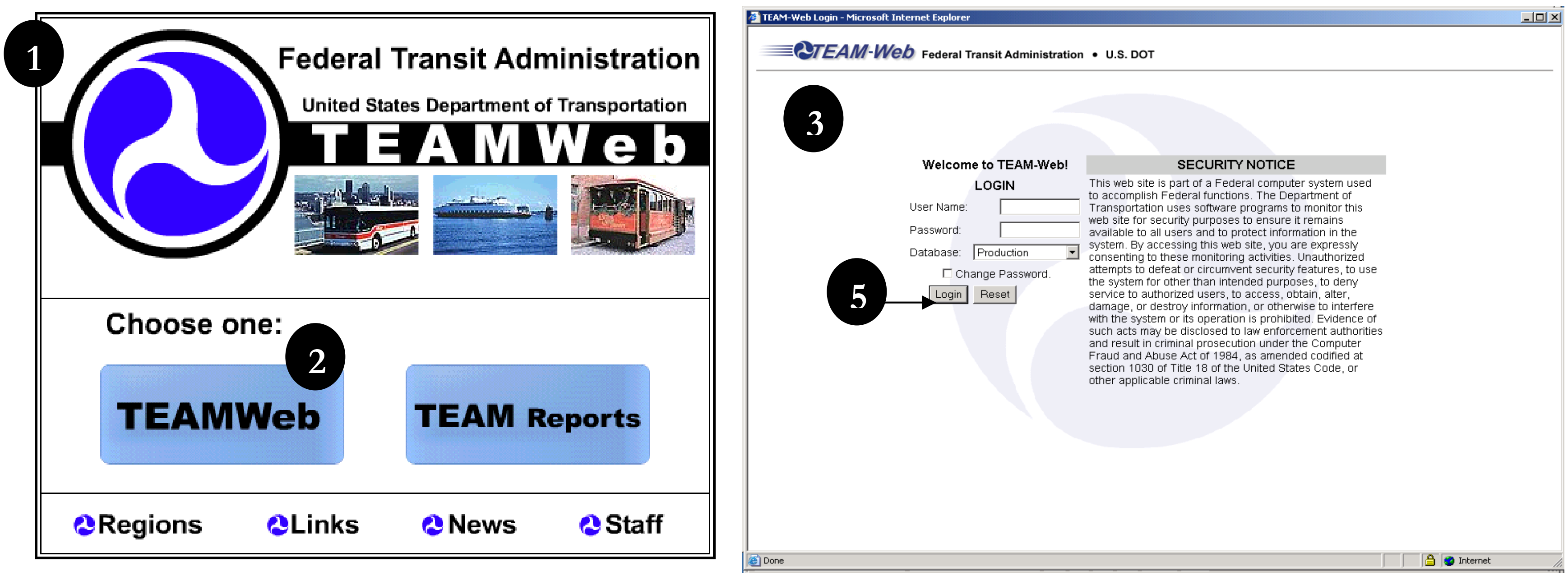

Figure 1

The following steps refer to Figure 1:

1. Go to the following website by entering this into your web browser: **http://ftaTEAMWeb.fta.dot.gov/**

2. Click on TEAM-Web
3. When the **TEAM Login** window appears, type in your user name and password in the appropriate text boxes. (**NOTE**: To change your password, see Appendix A)
4. The system defaults to the PRODUCTION database, where you may create or manage a project.
5. Click the **Login** button

Main Menu and TEAM-Web Related Links

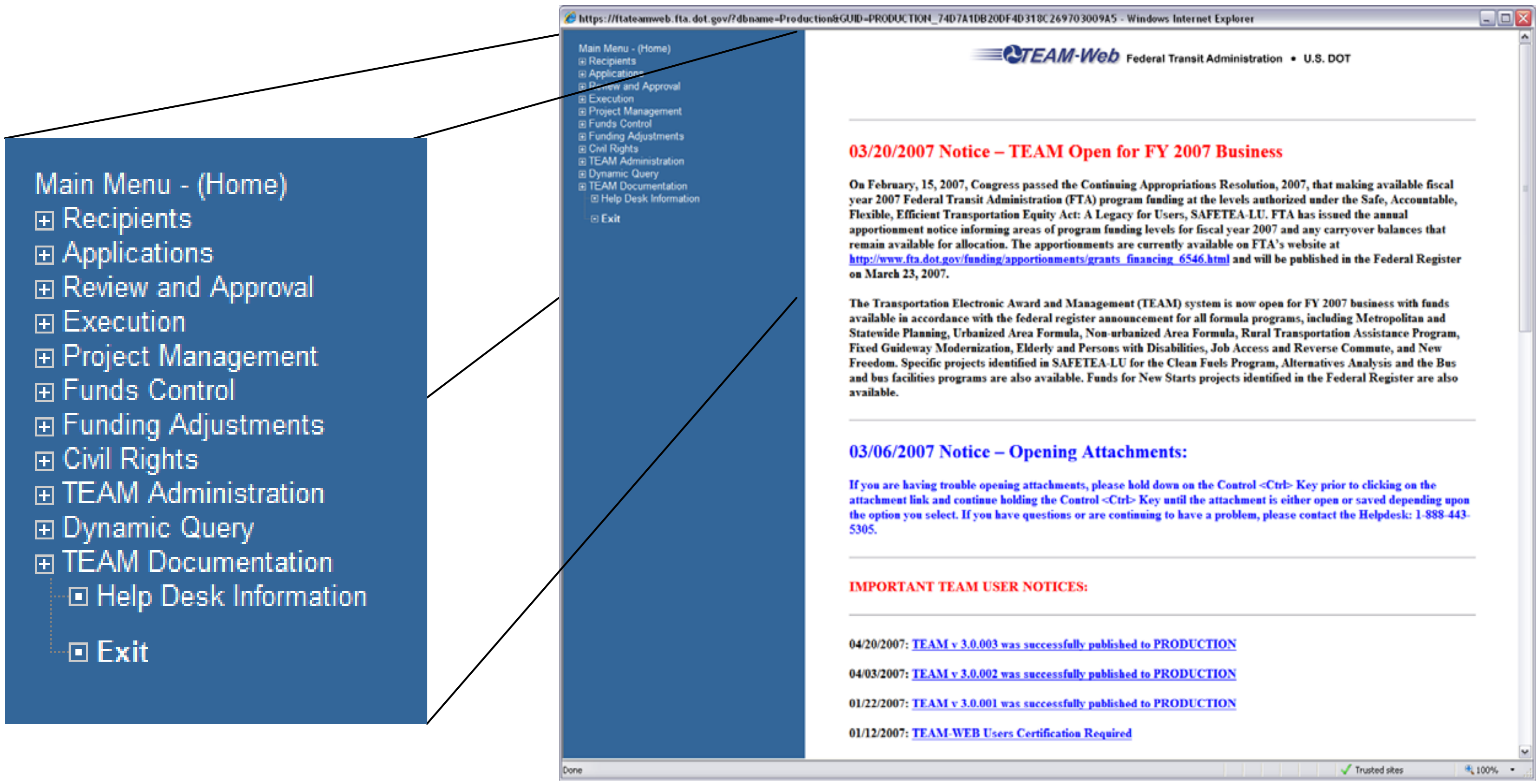

Figure 2

The TEAM-Web Main Menu (Home) page contains a list of TEAM-Web areas of functionality, located in the top, left-hand corner of the screen (see Figure 2). To the right of the blue Main Menu list, you will also find links to various TEAM-Web related areas as well as current system notifications as necessary. The links will be discussed on the next few pages. Navigation of TEAM-Web via the Main Menu will follow.

TEAM-Web Related Links

The main menu contains a variety of links to pertinent data that is updated as necessary. Information may include, but is not limited to: notices on a recent software release, Master agreements, ALI information, TEAM user access forms and instructions, Regional contact information, etc. Please feel free to visit the main menu for ascertain information from its system messages and various links.

Shortcut to Dynamic Query by State

Clicking on this link will bring you to a map of the US and its territories. To the right of the map you will find a list of data types. To query a certain data type for your state, perform the steps outlined below and refer to Figure 3 and Figure 4:

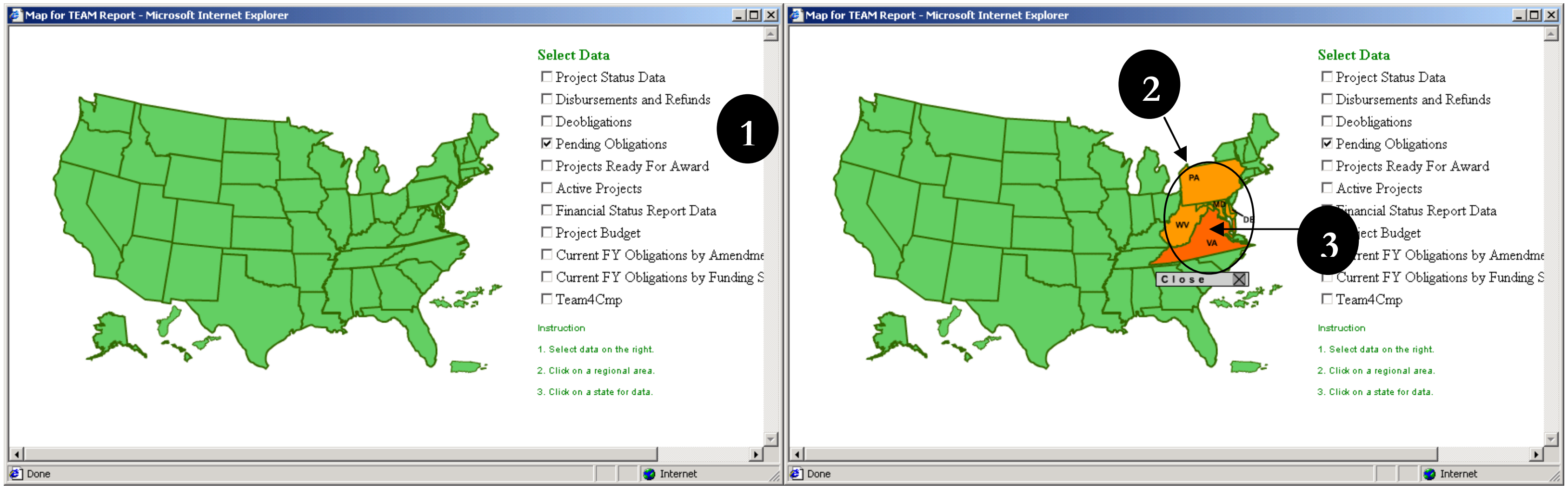

Figure 3

1. Select the data you would like to query by clicking in the check box next to it.
2. Move your cursor over the state/territory in which you are interested. This will highlight your state/territory as well as its Region. Click anywhere within the highlighted region to enlarge the selected area.
3. When the area is enlarged, click on your state/territory of choice.
4. This will result in the selected data being queried and formatted for viewing. You will then be instructed to click on a link to view your data (Figure 4)

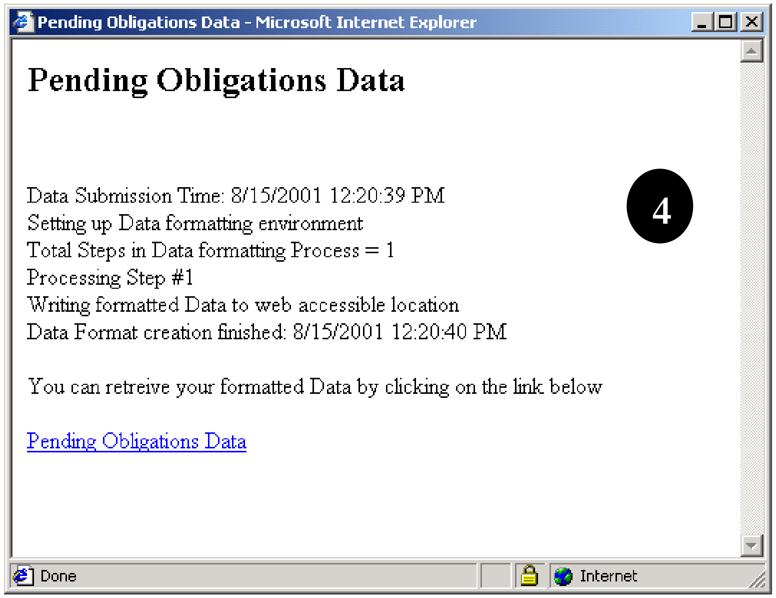

Figure 4

Regional Contact Link

The Regional Contacts link will take you to a dynamic map. Click on any part of a Region to access that Region's contact information. The information will display to the right of the map (see Figure 5).

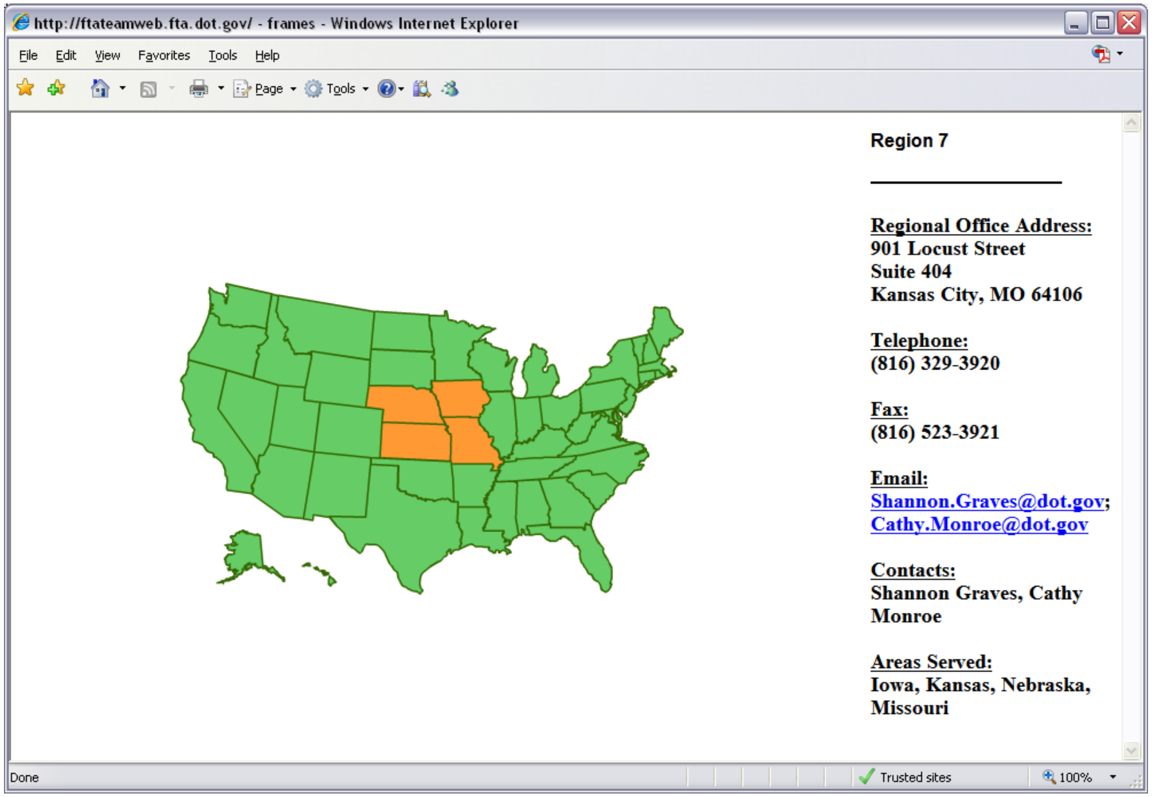

Figure 5

Navigating through TEAM-Web

Use the TEAM-Web Main Menu to navigate through the TEAM-Web system. Note that plus (+) signs appear next to each of the menu items. By clicking on these plus signs, you will be able to view sub-menu items that fall under the Main Menu items (see the steps below and refer to Figure 6:

1. To display the sub-menu items under the Review and Approval area of TEAM-Web, click on the plus sign to the left of the words “Review and Approval” and a list of options will appear, including: “Comments/Concurrence,” “Review/DOL Dates,” “Reservations,” “Obligation/Award,” and “Deobligation.” The plus sign will then be replaced by a minus sign.
2. To hide the sub-menu, click on the minus sign.
3. The menu will return to its original appearance

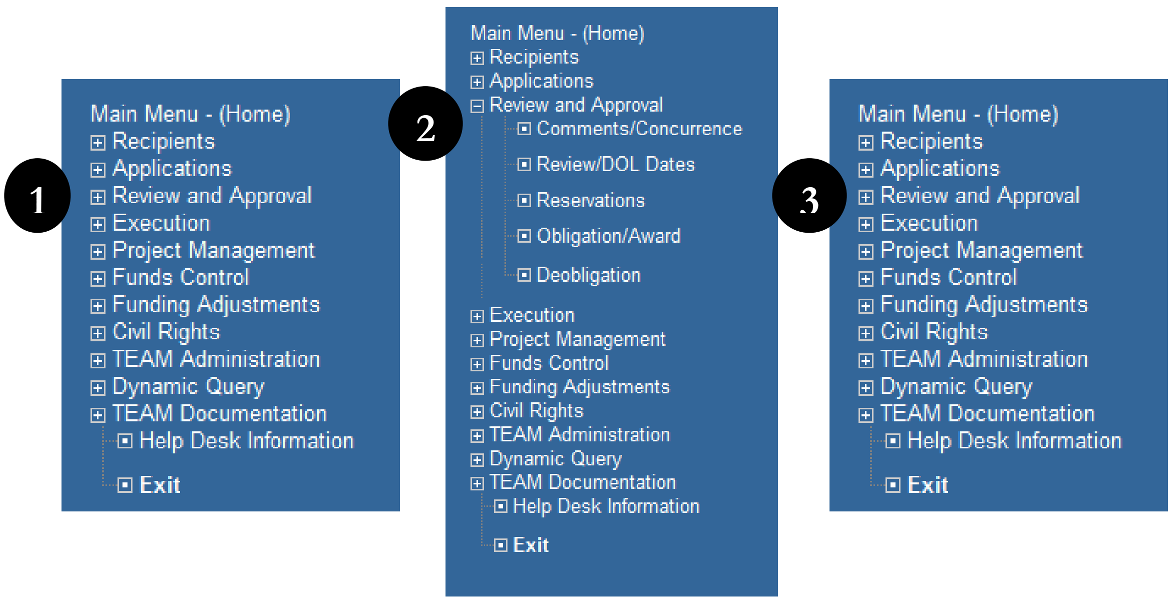

Figure 6

Important: Depending on which area of TEAM-Web you are trying to access, you may be required to query a specific project/projects or Recipient ID, before proceeding. This will be discussed in Chapter 2.

Chapter 1 Index

TEAM-Web User Guide

Chapter 2
Retrieving Records

By:
QSSI

Version: 2.01
Date: 02/27/2008

Chapter 2 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	02/27/2008	Minor formatting and content updates	Travis Klein, Patty String

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Chapter 2 Table of Contents

Chapter 2: Retrieving Records

Overview

This chapter explains how to retrieve information about Recipients, Applications, and Projects from the TEAM-Web system.

Access Recipient Information

Follow these steps to retrieve Recipient data:

1. From the Main Menu, click on **Recipients**. The **Query Recipients** page will appear.
2. Enter the search criteria. The more search criteria you enter, the more specific your search results will be.
3. Click on the **Submit Query** button. The **Recipient Query Results** page will appear.

Recipient Query Results Page

The **Recipient Query Results** page displays summary information for each Recipient queried through the Query Recipients functionality described above.

If your search has returned several results the system will default to selecting the first item, but you may choose the Recipient for which you would like to see specific Recipient information. To do so, highlight the name of the Recipient within the Results box by clicking on some of the words or numbers within that Recipient ID record line. The selected item will highlight blue.

The selected Recipient information will display in the **Recipient Details** portion at the bottom of the screen.

Recipient Query Results: Use this button to manually Re-query the database based on the search criteria you entered in the Query Recipients box. This button will be further discussed in subsequent chapters.

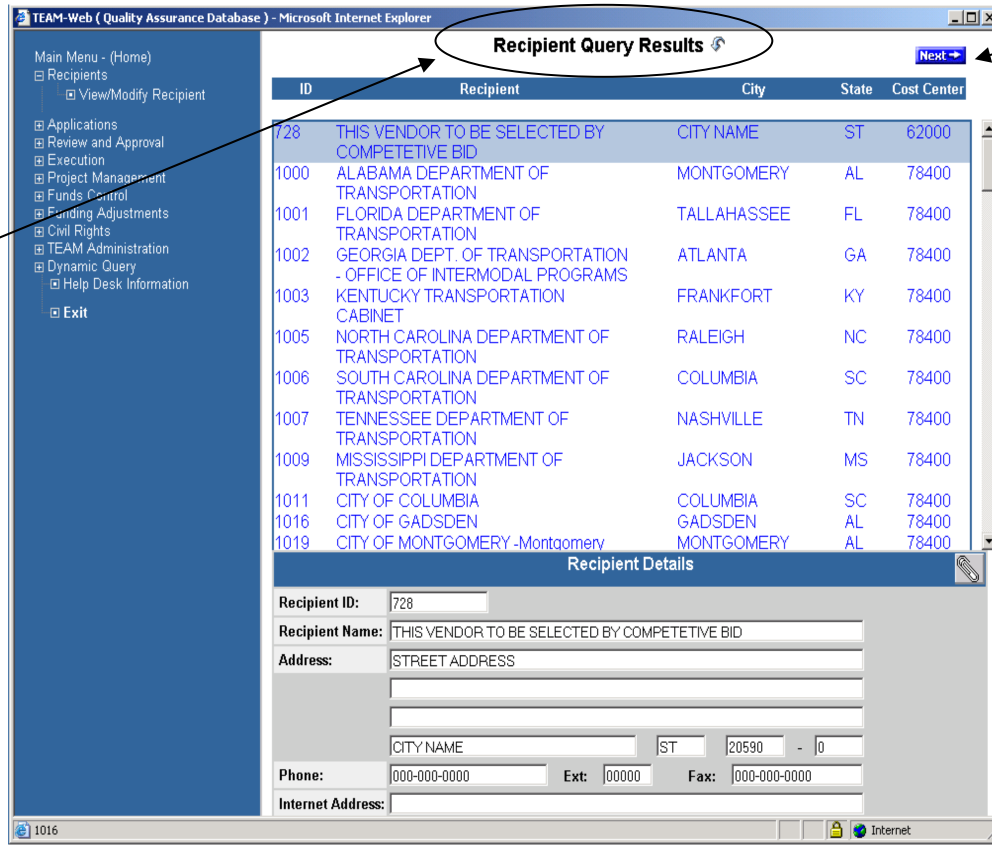


Figure 1

Next : If your search result yields multiple pages of information, use the Next button to display the list of Recipients, page by page. When not on the first page, use the **Previous** button to previous pages.

Query Results Table: Identifies the Recipient information retrieved from the database using your search criteria.

Recipient Information: Displays the contact information for the Recipient you have highlighted.

Attach Additional Files

1. To attach any additional information which cannot be filled in the form, use the **attach button** (paper clip icon) on top of the menu bar
2. When you click the **attach button** a new window will pop up with a list of folders. Select the folder according to the subject of the attachment.

3. Once the required folder is selected, enter a Description and then either type in the complete name of the file (including the path) to be attached or click **Browse** to locate and input the exact path of the file.
4. Click the “Upload” button to attach the file

Note: for more details on attachments, see Appendix F

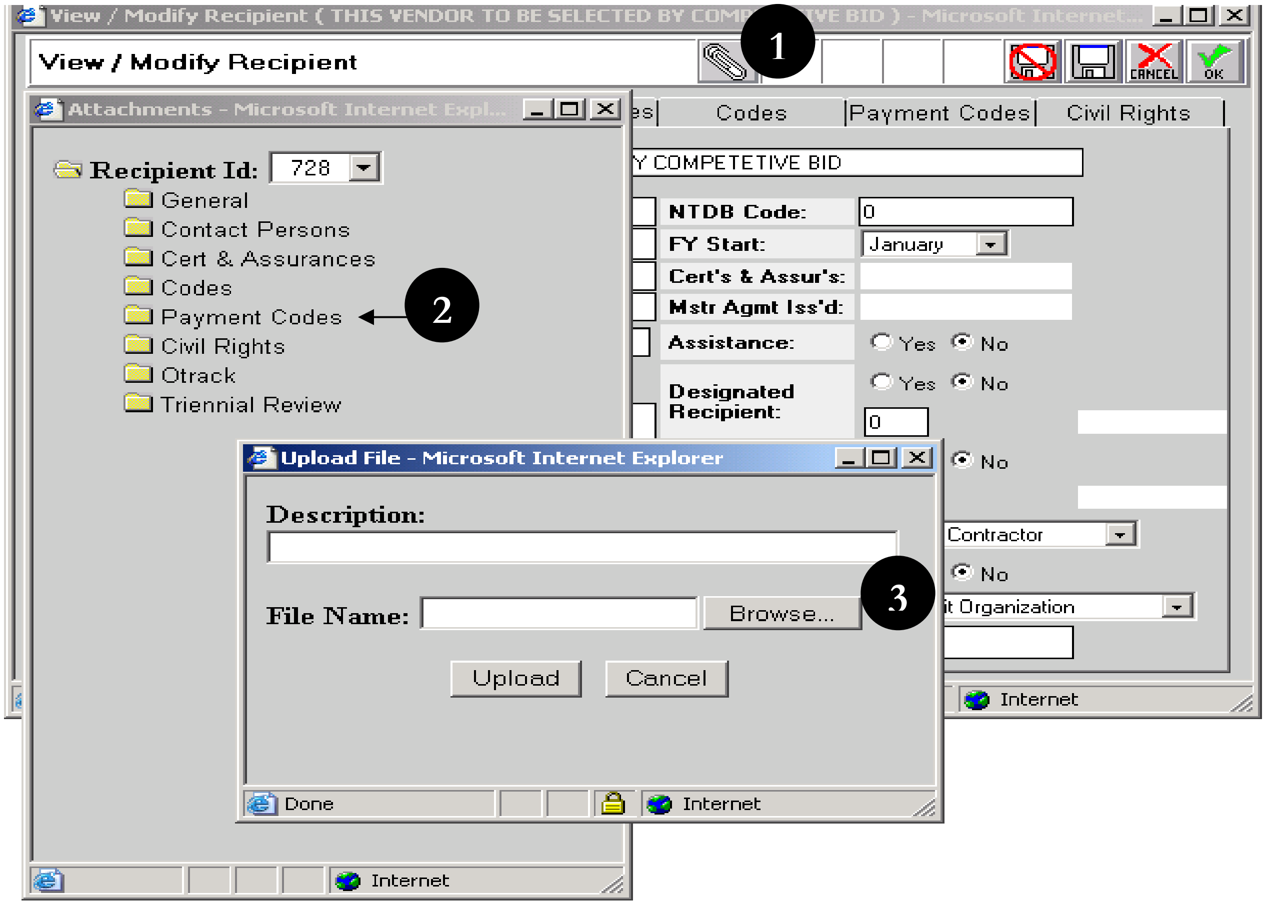


Figure 2

Modify Recipient

View/Modify Recipient

To View/Modify Recipient Information, follow the query instructions stated on the previous pages and click on View/Modify Recipient from the Main Menu Bar as illustrated in Figure 3.

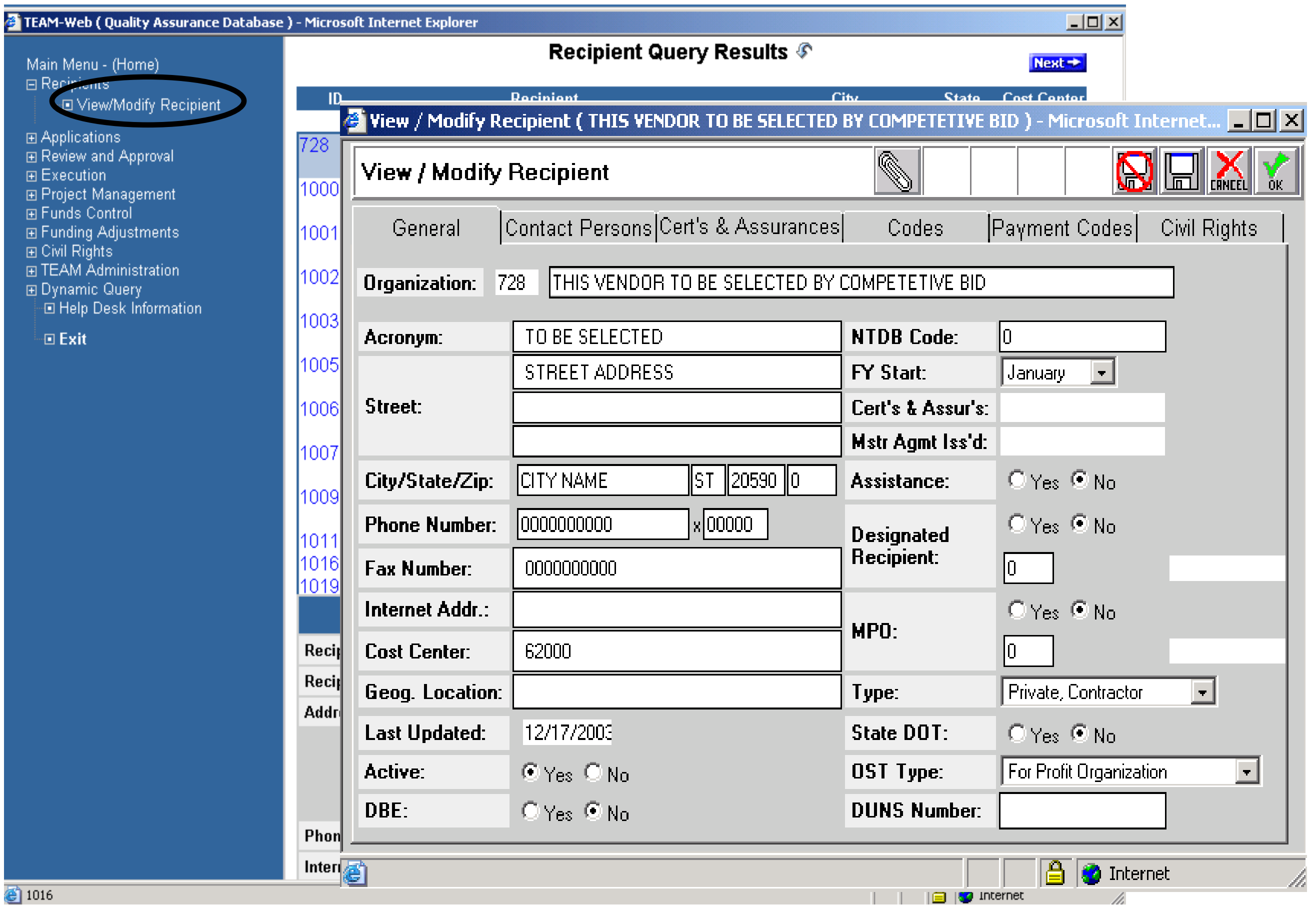


Figure 3

General Tab

The **View/Modify Recipient** window has six tabs (see Figure 4). When opened, the system defaults to the General tab, which displays detailed data about the selected Recipient. Below are some common tasks that you may need to perform:

- To **update** the entry fields, place the cursor in the appropriate entry field and type in the new information. (Entry fields are white text boxes with a black border, and include fields for the Recipient's street address, phone number, and Internet address.)
- To **save** the new data and close the screen, click on the OK icon (green "OK" checkmark).
- To **return to the previous** data and close the screen, click on the Cancel icon (red "X" mark).

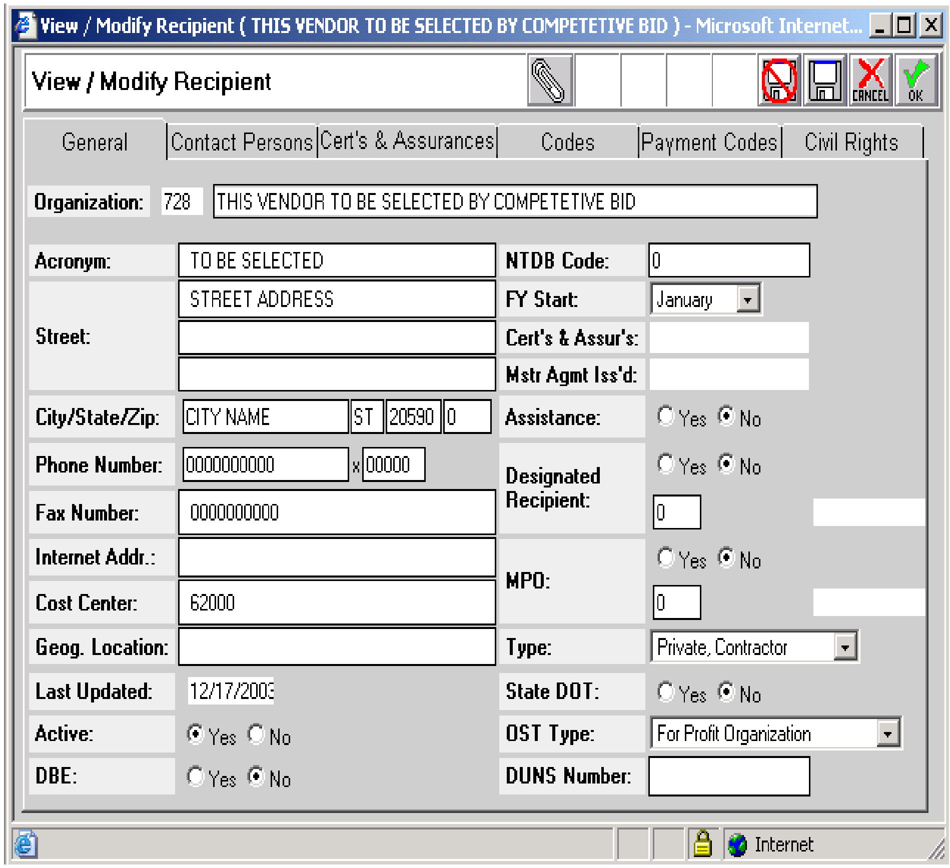


Figure 4

Contact Persons Tab

1. Click on the **Contact Persons** tab to update information concerning the Recipient's Officers and participating Unions (See Figure 5).
2. When you select **Officer Titles** from the dropdown menu, names and titles of the Recipient's officers will be displayed in the table.
    a. To display information about an **Officer**, click on the Officer's name. The fields to the right of the table will become populated with that Officer's contact information. (Continue to Figure 6 illustration)

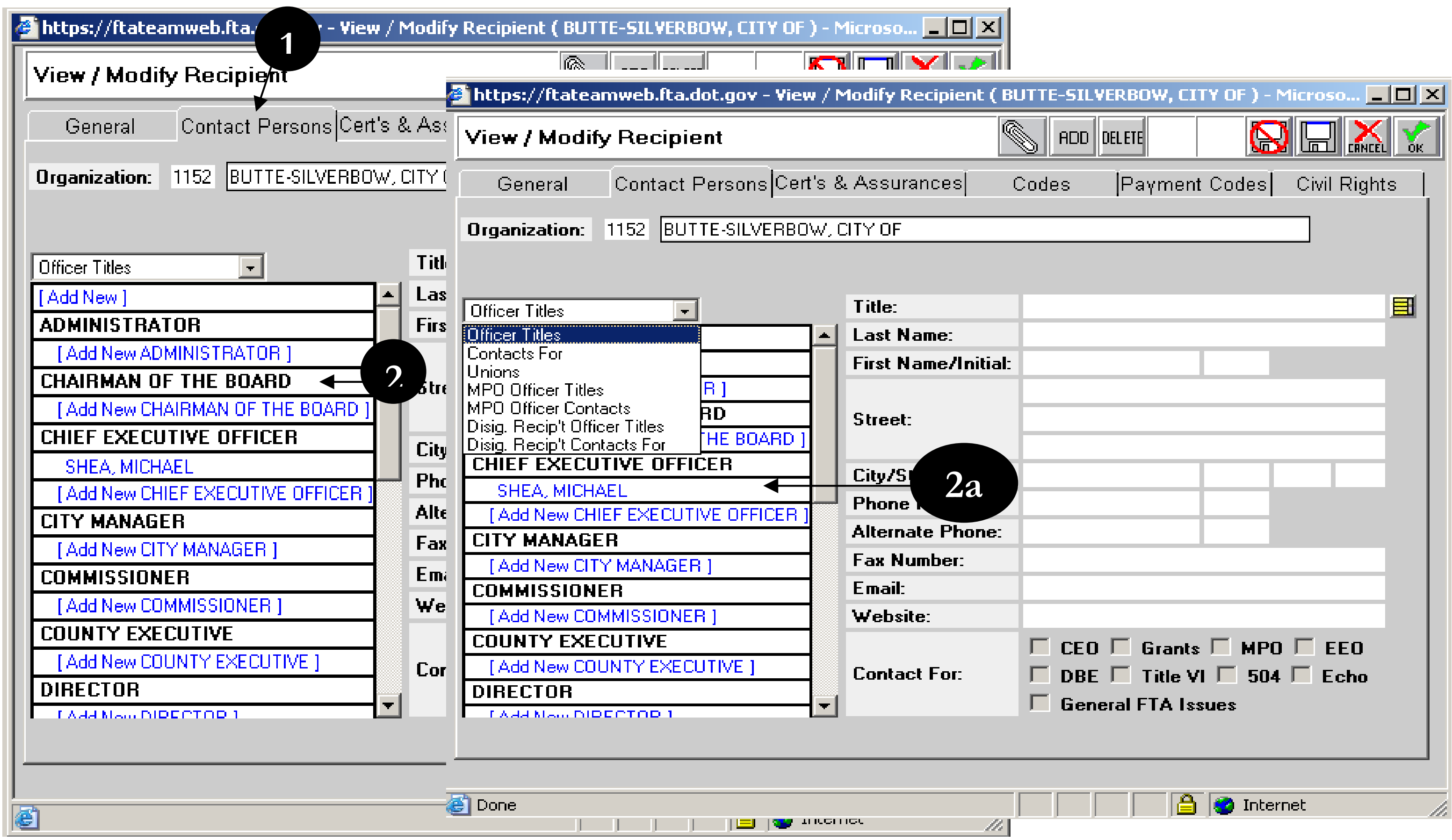


Figure 5

b. The Recipient may add new titles by selecting **Add New Title** at the bottom of the list. When the dialog box appears, enter the new title. Click on the OK icon.

c. The Recipient may also add a name to any title by selecting the "**Add New**" line below the title and typing the name in the entry fields to the right.

d. To update previously entered information, select the person's name in the table and make changes in the entry fields to the right.

e. To retain changes, click on the Save icon.

f. To delete changes, click on the Discard icon.

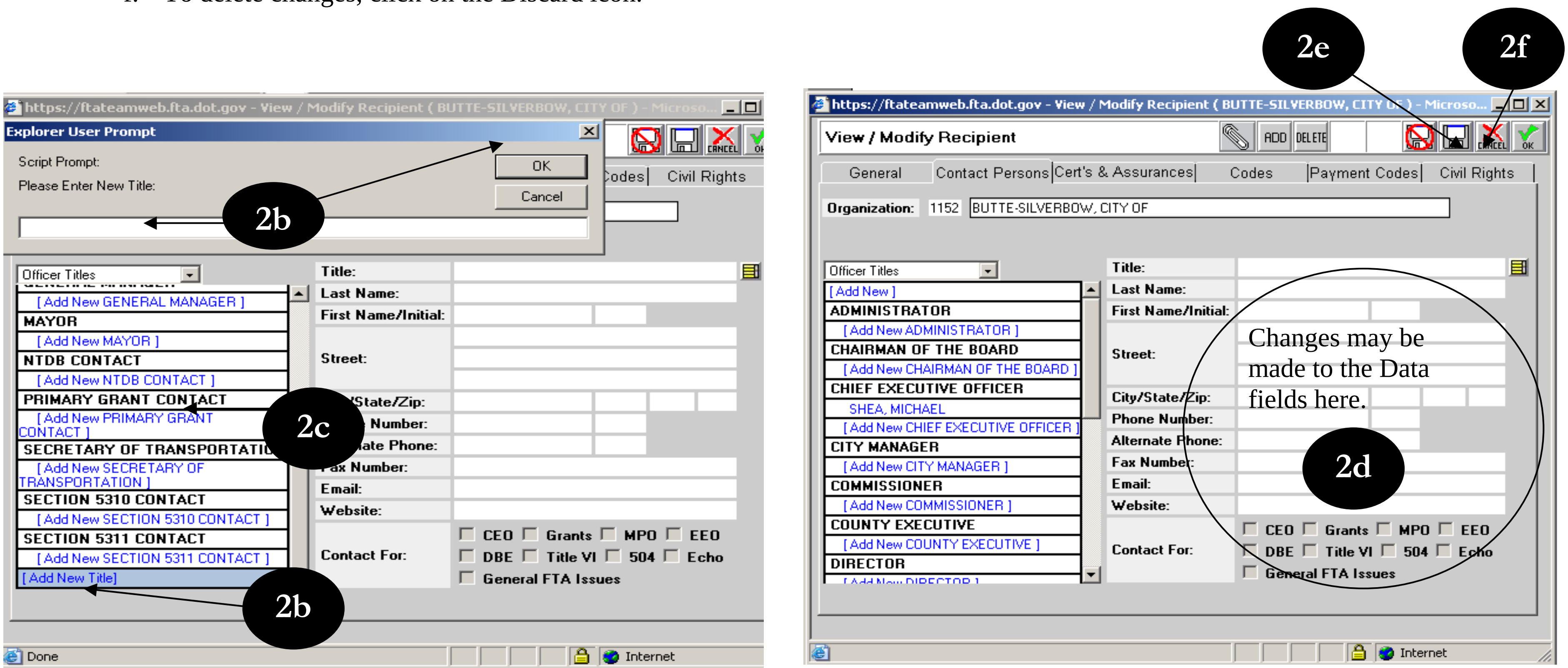


Figure 6

3. When you select **Unions** from the dropdown list (see Figure 7), names of the unions and their contact persons are displayed. **NOTE**: All Recipients must ensure that the information displayed is correct and update it to maintain accuracy.
    a. If there are no unions, enter that information in the first field to the right. The "Last Name" field must be populated to save a new Contact record.
    b. To add new Unions to this list, click in the **Add New Union** field at the bottom of the list, or click on the **ADD** icon. When the dialog box appears, type in the name of the new Union. Click on the OK icon.
    c. To add the name of a Union's contact person, select the **Add New** line below the Union name and type in that name in the entry fields to the right.
    d. To update previously entered information, select the person's name in the table and make changes in the entry fields.
4. Click on the **OK** or Cancel icon to retain or delete your changes.

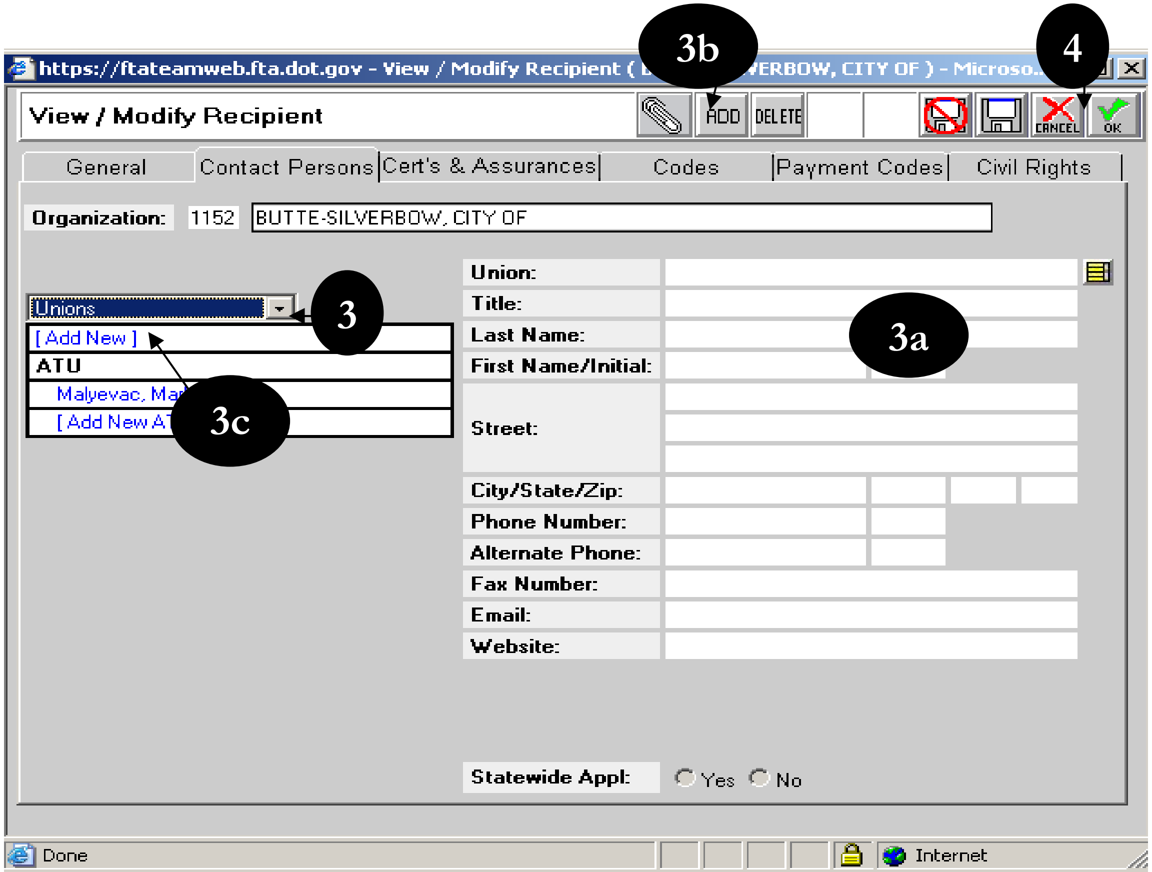


Figure 7

Cert's and Assurances Tab

This window permits users to review the current status of a Recipient's annual certifications and assurances. To access the text of a specific certification or assurance, click on the yellow icon in the row that contains that certification or assurance.
If no certification date appears in the "**Cert Date**" fields, the Recipient's authorized official and attorney must electronically attest to the appropriate certifications and assurances by pinning the Certification Agreement on this window. (NOTE: In some cases, the Recipient's authorized official may pin the document on behalf of the attorney.) See Figure 8 for an example.

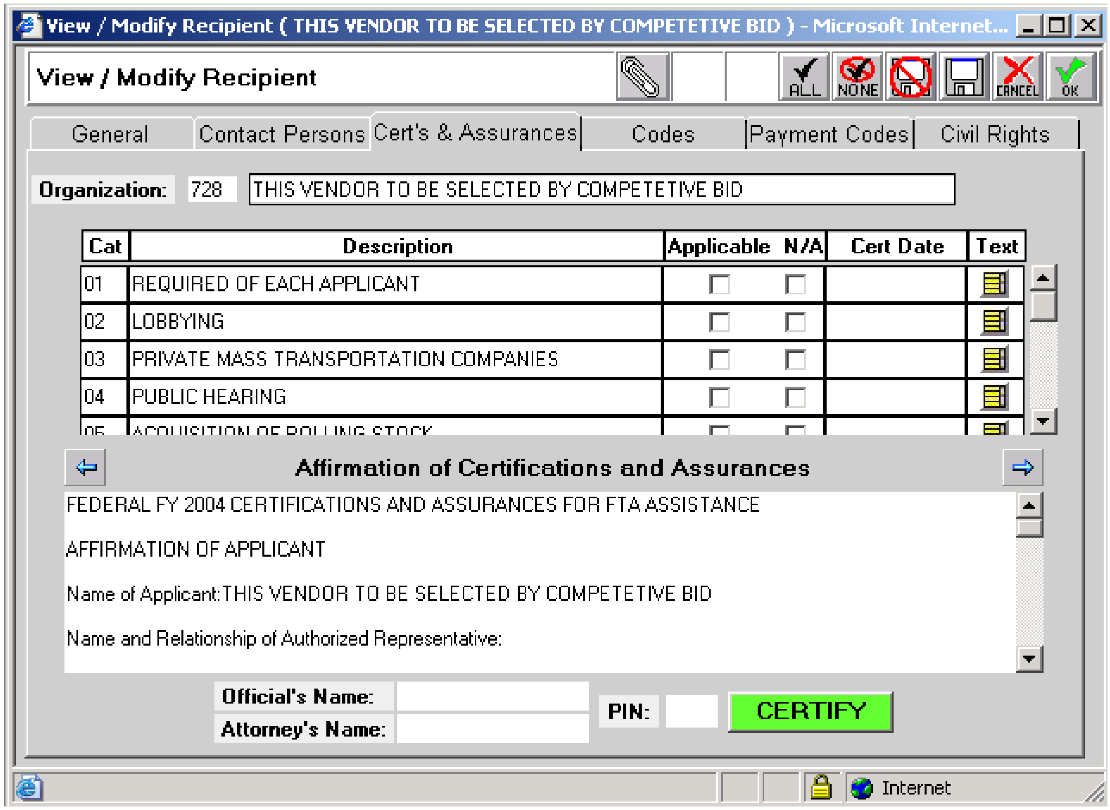


Figure 8

Codes Tab

- **Urbanized Areas Table:** This table lists all the Urbanized Areas by name and ID that apply to this Recipient. It is a read-only table for all, but a select number of FTA users.
- **Standard Metropolitan Statistical Area Codes Table:** A Recipient with the proper authority may add new SMSA codes.
- **Congressional Districts Table:** Recipients may add districts to this table with a State ID number and a District Code number.

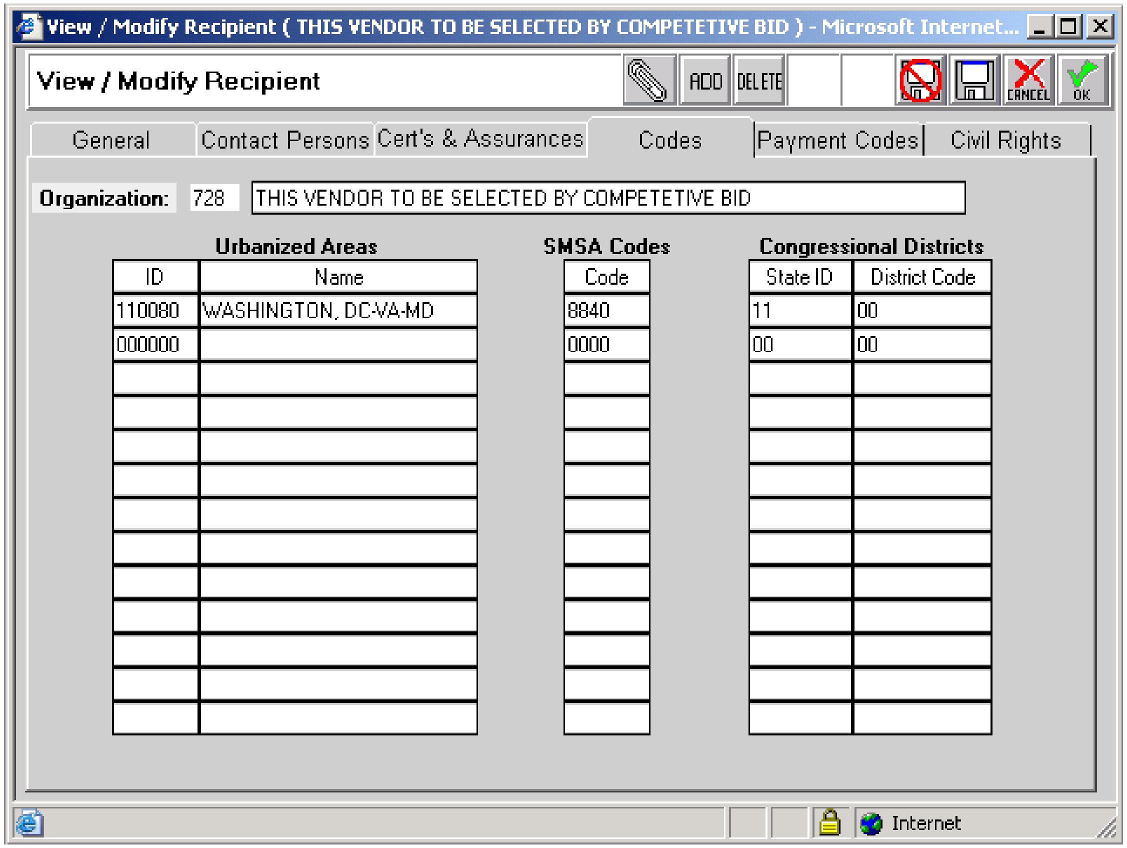


Figure 9

Payment Codes Tab

This window displays the method of payment FTA will use and the Recipient's Electronic Clearing House Operations (ECHO) control numbers used by FTA for internal accounting purposes. See Figure 10 below.

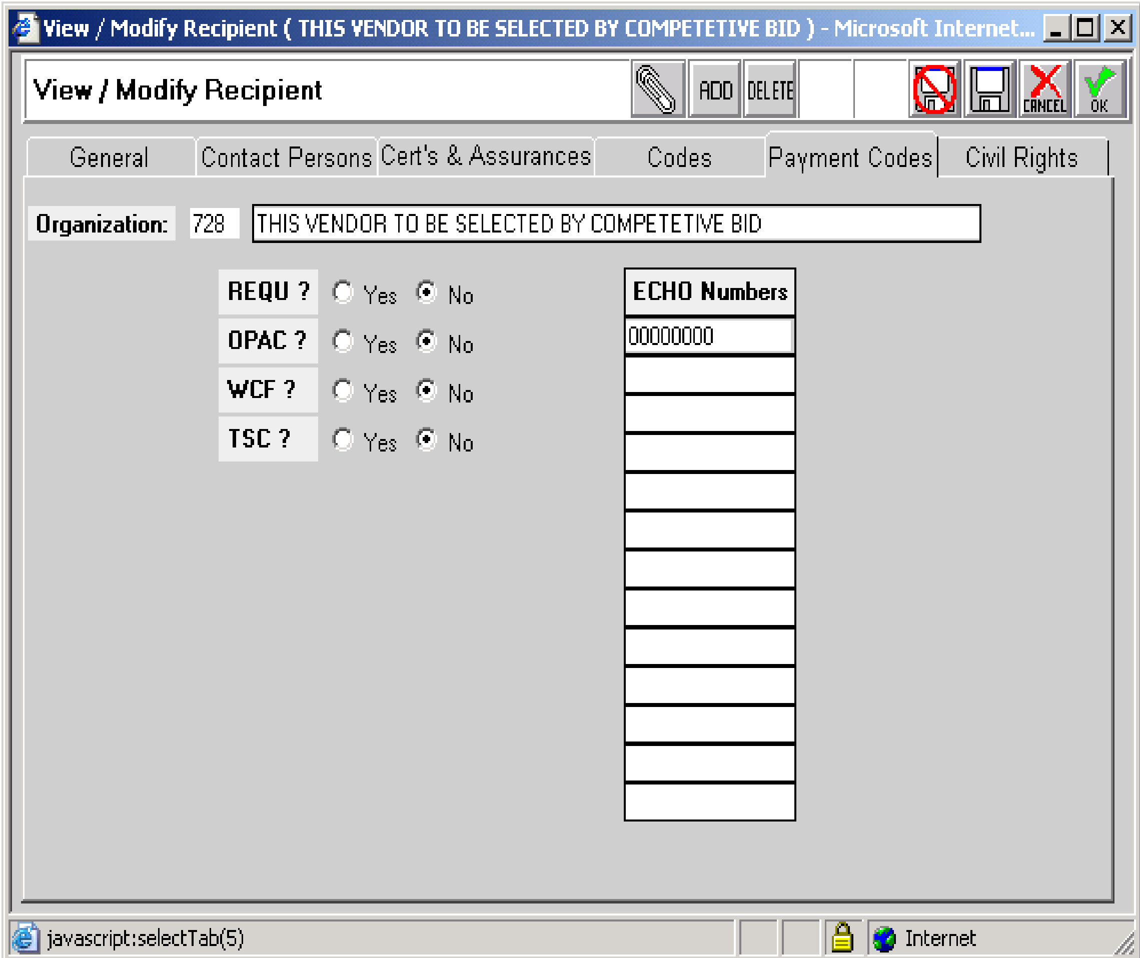


Figure 10

Civil Rights Tab

This read-only page (see Figure 11) displays information entered by FTA staff reflecting FTA's understanding of the Recipient's status with respect to various **Civil Rights requirements**, including **EEO** (hiring or minorities and women), **Title VI** (nondiscrimination in project benefits), and **DBE** (participation by disadvantaged business enterprise). (Omitted from this Civil

Rights tab page is information pertaining to the Recipient's status with respect to the Americans with Disabilities Act (**ADA**) requirements.)

If the term "**Approved**" is missing from any "Status" field, the Recipient must contact a Civil Rights officer to discuss the matter.

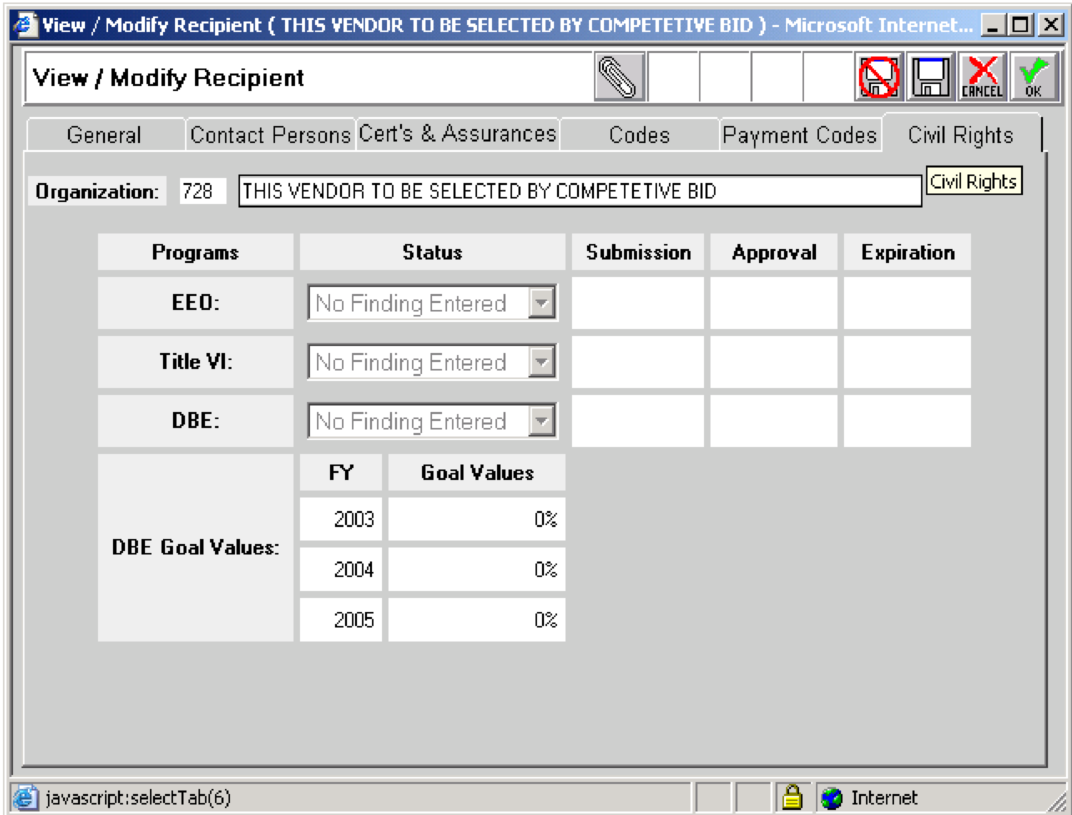


Figure 11

NOTE: The term "Approved", appearing in any window, merely reflects FTA's belief that there are no apparent, significant deficiencies in the Recipient's compliance with the given requirements. FTA reserves the right to rescind the "Approved" designation (or other designation) if circumstances so demand.

Access Applications

See Figure 12 Below:

1. To query applications, click on the word **Applications** from the Main Menu. The **Query Applications** page will appear. **Note**: Clicking on the plus sign next to the word Applications instead of clicking directly on Applications will also expand the sub-menu but will not bring up the Query Applications page. To query an Application, you must click directly on the word "Applications."
2. Query by any or all of the following search criteria: Year, Active/Closed, Recipient ID, Project Number, Amend., ALI, and Project Status. Entering only the first part of a project number will yield search results of all projects that begin with the partial number entered in the Project Number query field.
3. Click on the **Submit Query** button.

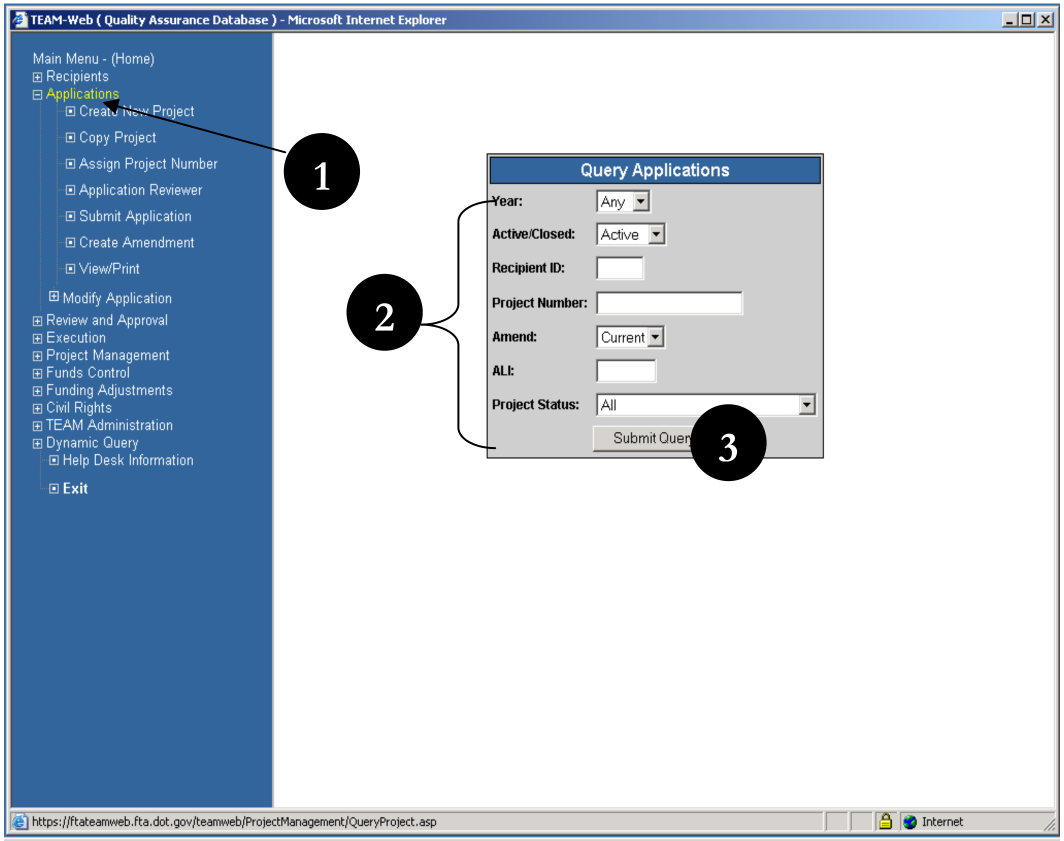
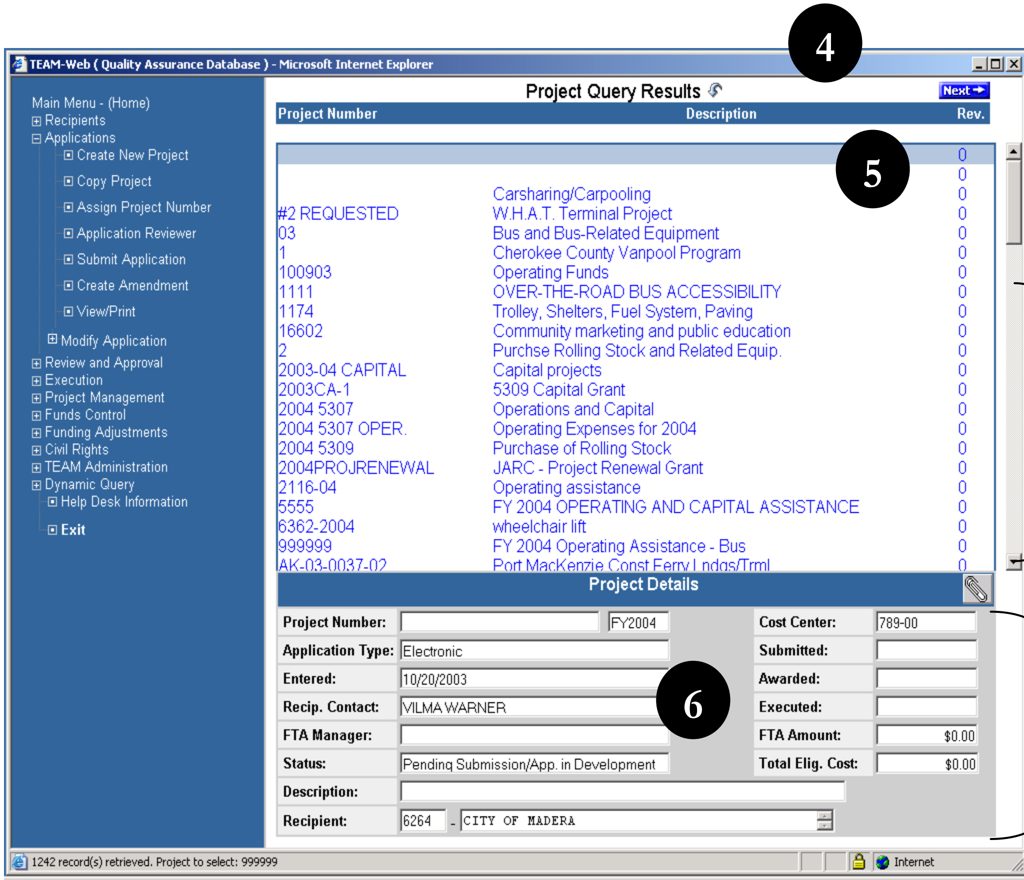


Figure 12

Continue with Figure 13 Below:

4. The Project Query Results page will appear. The page is organized much like the Recipients Query Results page. A list of results matching your search criteria will appear at the top while Project Details for the highlighted project will appear in the gray portion of the page at the bottom of the screen.
5. To view Project Details for a specific project, highlight that project in the Results table by clicking on it. The details will populate in the Project Details portion of the screen.
6. The **Project Details** include the following: Project Number, Application Type, Entered (Date), Recip. Type, FTA Manager, Status, Description, Recipient, Cost Center, Submitted, Awarded, Executed, FTA Amount, Total Elig. Cost



Query Results: Displays all applications retrieved from the database using your search criteria. Click on an application to select it.

Project Information: This area is used to display information for the application selected in the Query Results Table.

Figure 13

Note: Use the scroll bar at the side of the Query Results list to scroll through the projects returned through your query. If a "next" button appears above the list, click on it to view the results page-by-page.

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TEAM-Web User Guide

Chapter 3
Developing a New Project

By:
QSSI

Version: 2.02
Date: 02/28/2008

Chapter 3 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	05/03/2007	Indexing and formatting updates	Travis Klein
2.02	02/28/2008	Minor modifications and reference updates	Travis Klein, Patty String

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Chapter 3 Table of Contents

Chapter 3: Developing a New Project

Overview

This project will outline the lifecycle of the project and give details regarding creating a new project with the Create Project feature and the Copy Project feature.

Life Cycle of a Project

Please review the diagrams below to gain a general concept of the life cycle of an FTA grant project/application in the TEAM-Web system.

Diagram 1

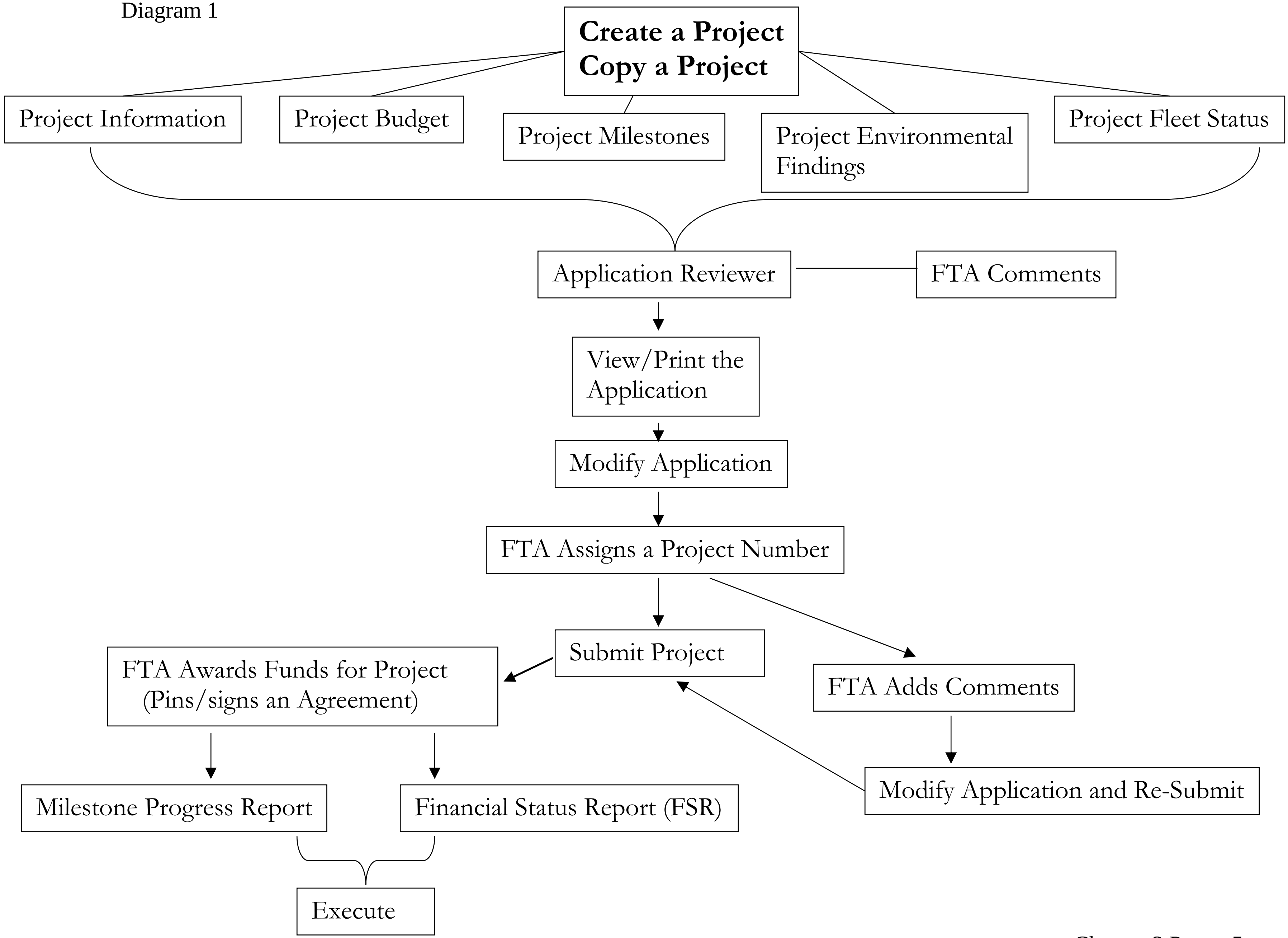
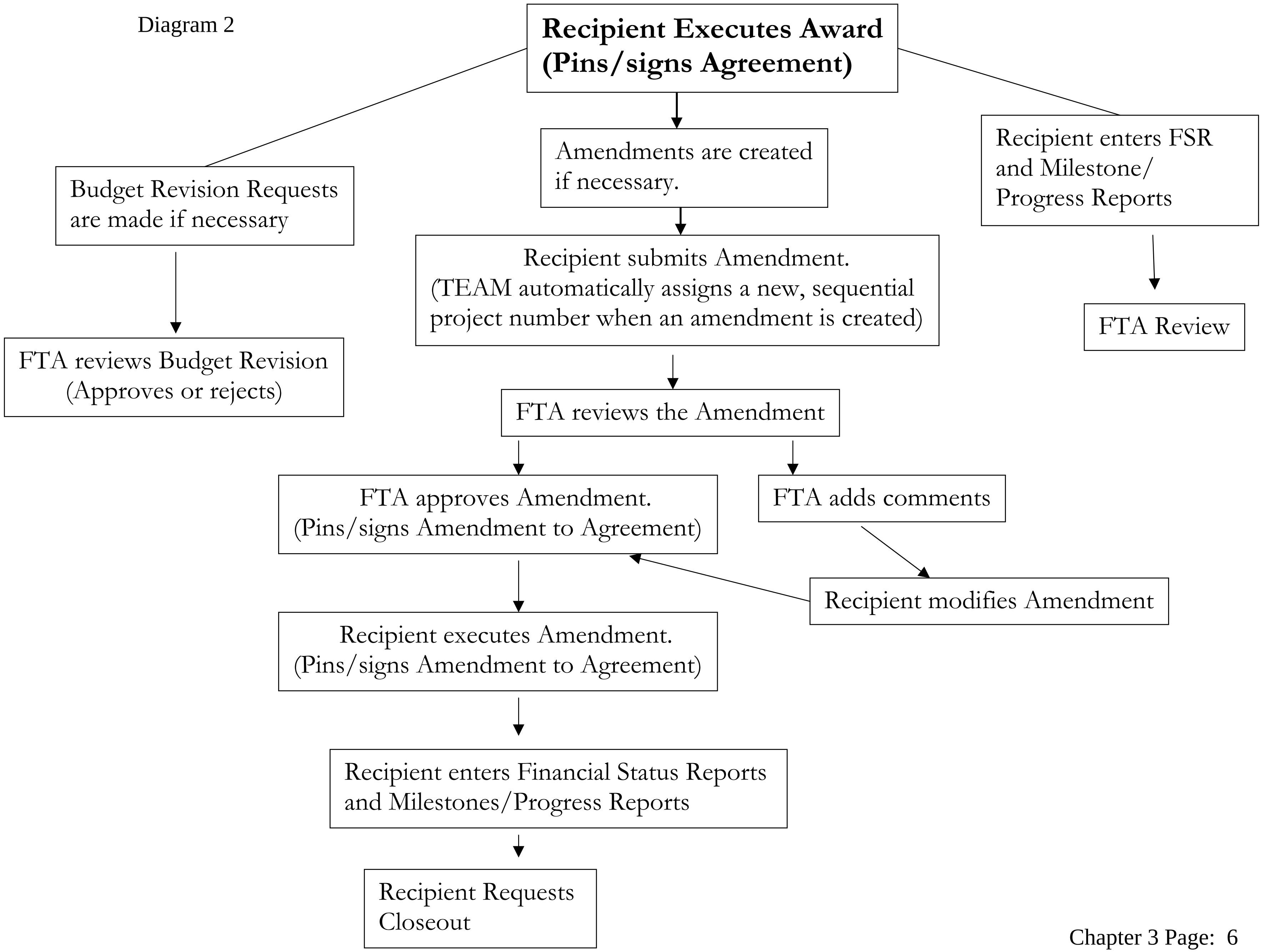

Create a Project
Copy a Project
Project Information
Project Budget
Project Milestones
Project Environmental Findings
Project Fleet Status
Application Reviewer
FTA Comments
View/Print the Application
Modify Application
FTA Assigns a Project Number
Submit Project
FTA Awards Funds for Project (Pins/signs an Agreement)
FTA Adds Comments
Modify Application and Re-Submit
Milestone Progress Report
Financial Status Report (FSR)
Execute

Diagram 2


Recipient Executes Award (Pins/signs Agreement)
Budget Revision Requests are made if necessary
FTA reviews Budget Revision (Approves or rejects)
Amendments are created if necessary.
Recipient submits Amendment. (TEAM automatically assigns a new, sequential project number when an amendment is created)
FTA reviews the Amendment
FTA approves Amendment. (Pins/signs Amendment to Agreement)
FTA adds comments
Recipient modifies Amendment
Recipient executes Amendment. (Pins/signs Amendment to Agreement)
Recipient enters Financial Status Reports and Milestones/Progress Reports
Recipient Requests Closeout
Recipient enters FSR and Milestone/ Progress Reports
FTA Review

Create a New Project

You may create a new project by either entering original data or by copying another application. The next few pages will go through the process of creating a new project by entering original data (Create Project feature), followed by instructions on copying a project (Copy Project Feature).

Create Project

1. From the Main Menu, click on the plus sign next to **Applications**. This will open the sub-menu, displaying the following choices: Create New Project, Copy Project, Assign Project Number, Application Reviewer, Submit Application, Create Amendment and View/Print (see Figure 1).
2. Click on **Create New Project**.
3. The **Create New Project** screen will appear. The screen will default to the **New Project Detail** tab. Note that there is also a Project Description tab.

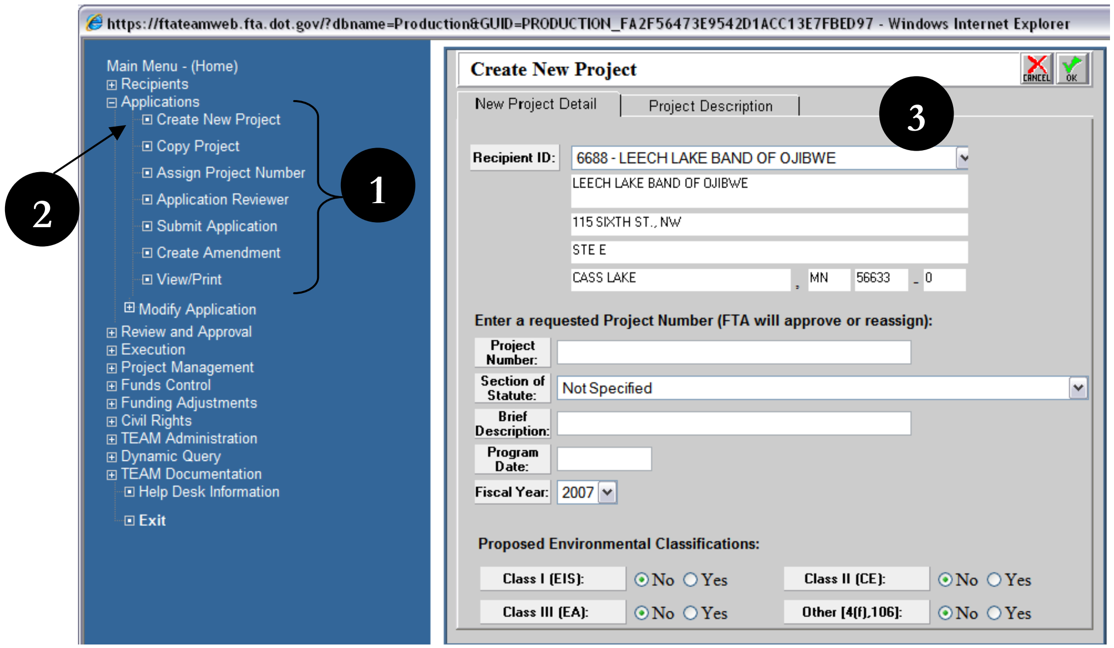


Figure 1

4. Begin by selecting your **Recipient ID** from the Drop-down menu (see Figure 2). Your Recipient Information will automatically be populated in the read-only area below the drop-down menu.
5. Enter a temporary **Project Number** in the Project Number field. The FTA will later approve or re-assign the Project Number. The number may consist of letters, numbers, symbols, or a combination of each. The FTA will assign your project an official project number upon reviewing the application.
6. Next, select the **Section of Statute** from the drop-down menu.

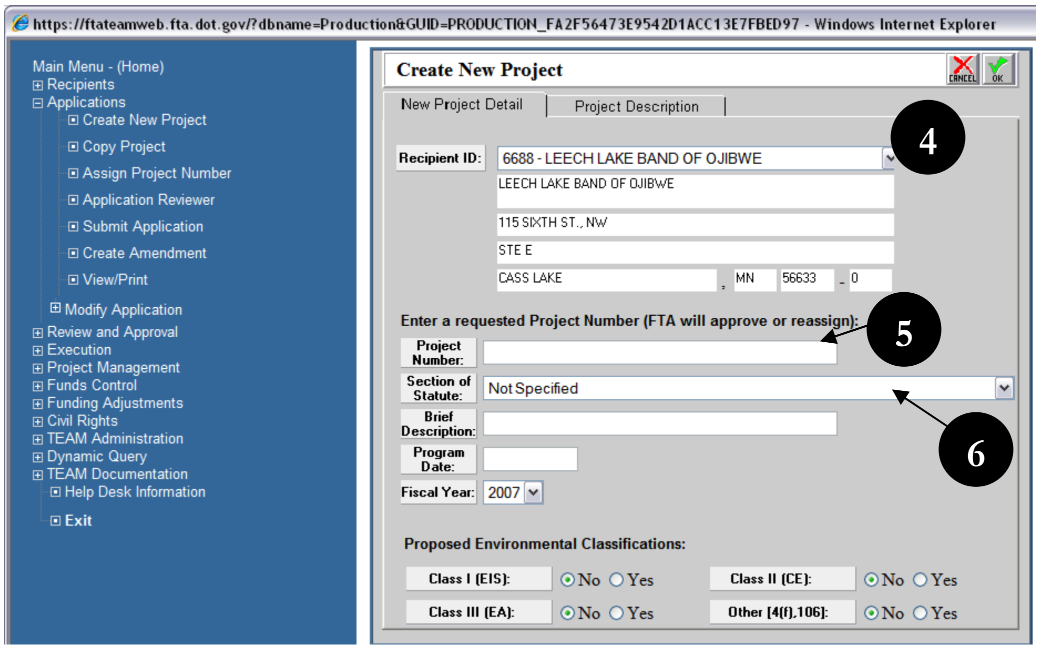


Figure 2

Note: This window contains mandatory fields that must be completed before proceeding to the next phase of the Application process.

7. Enter a **Brief Description** (up to 40 characters – see Figure 3) for the project. You will later be able to enter an extended description in a text area on the Project Description tab.

8. Type in the date of the most recent FTA- approved STIP in the **Program Date** field. (If the project is not on a STIP, type in the UPWP or the FTA Program Plan approval date.)
9. Next, select the **Fiscal Year** from the drop-down.
10. Complete filling out the page by selecting one or more of the **Proposed Environmental Classifications**. To do so, click in the '**Yes**' radio-button next to each Classification.

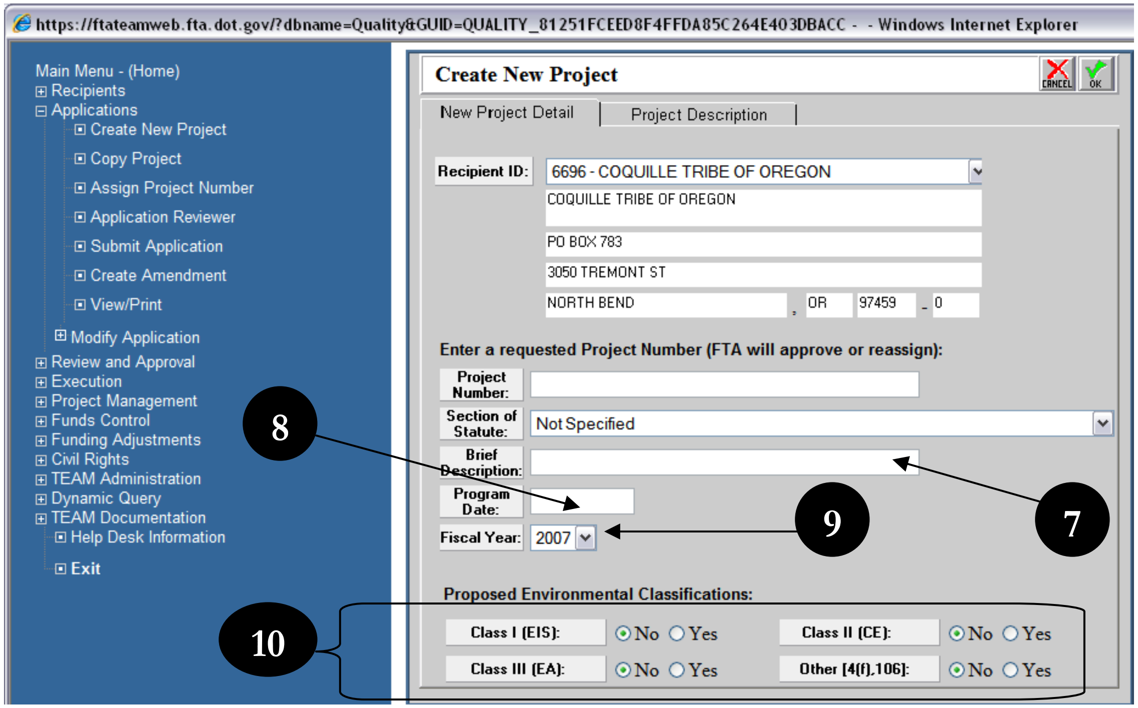


Figure 3

11. Next, click on the Project Description tab (see Figure 4).
12. Enter an extended Project Description in the white text-area.
13. If you are satisfied that all fields have been correctly filled in, click on the 'OK' icon to save your information. If you need to make a change, you may do so before clicking on 'OK'.

14. If any of the required information has not been filled in/selected, a message box will appear, informing you of the necessary input (see Figure 5).

15. Click on the 'OK' button to go back and add any required information.

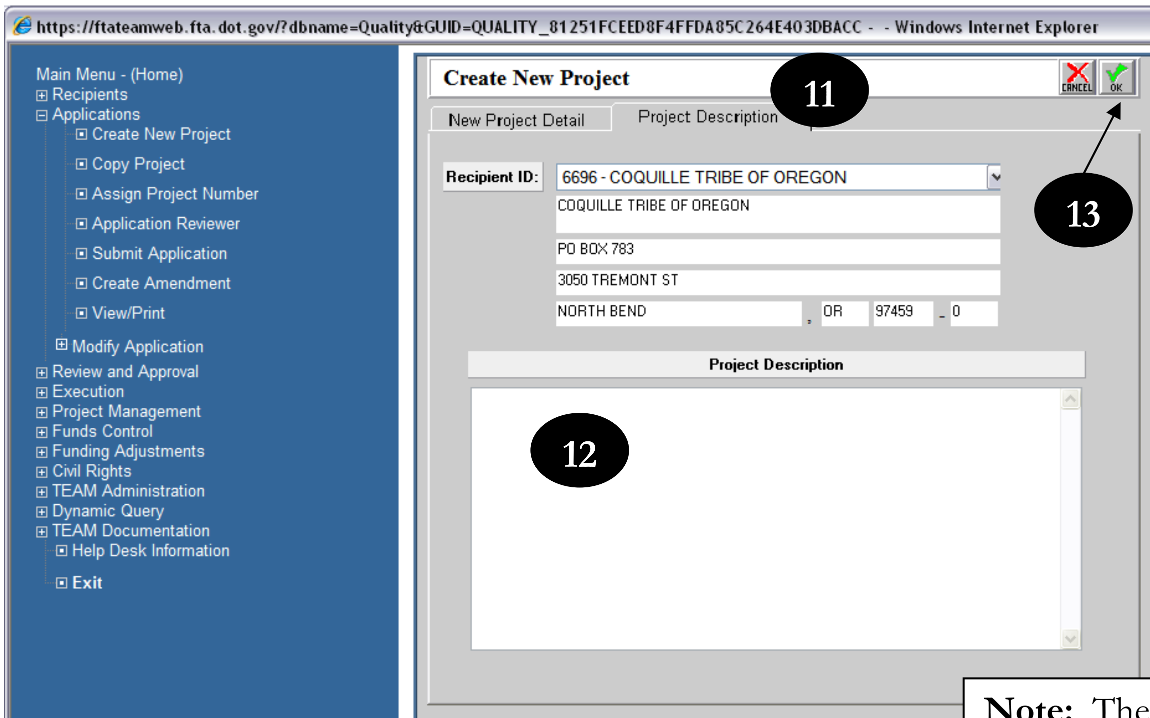


Figure 4

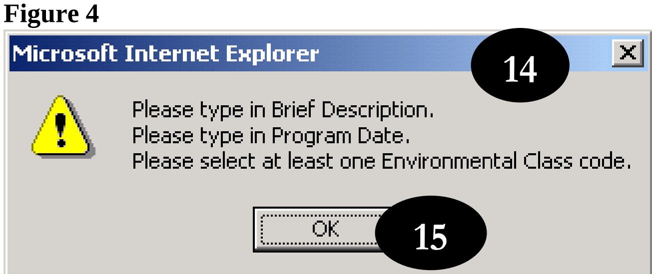


Figure 5

Note: The **Project Description** text-area will accommodate significantly more text than is visible in the white display area. If your text is longer than the display area, a scroll bar will appear to the right of the box, allowing you to later scroll through the text.

As shown in Figure 6, the Project Query Results page will open, with the new project selected. Information that you have entered about the project will appear in the Project Details section of the screen. To begin modifying the application, see Chapter 4 of this User's Guide. The remainder of Chapter 3 focuses on copying an application.

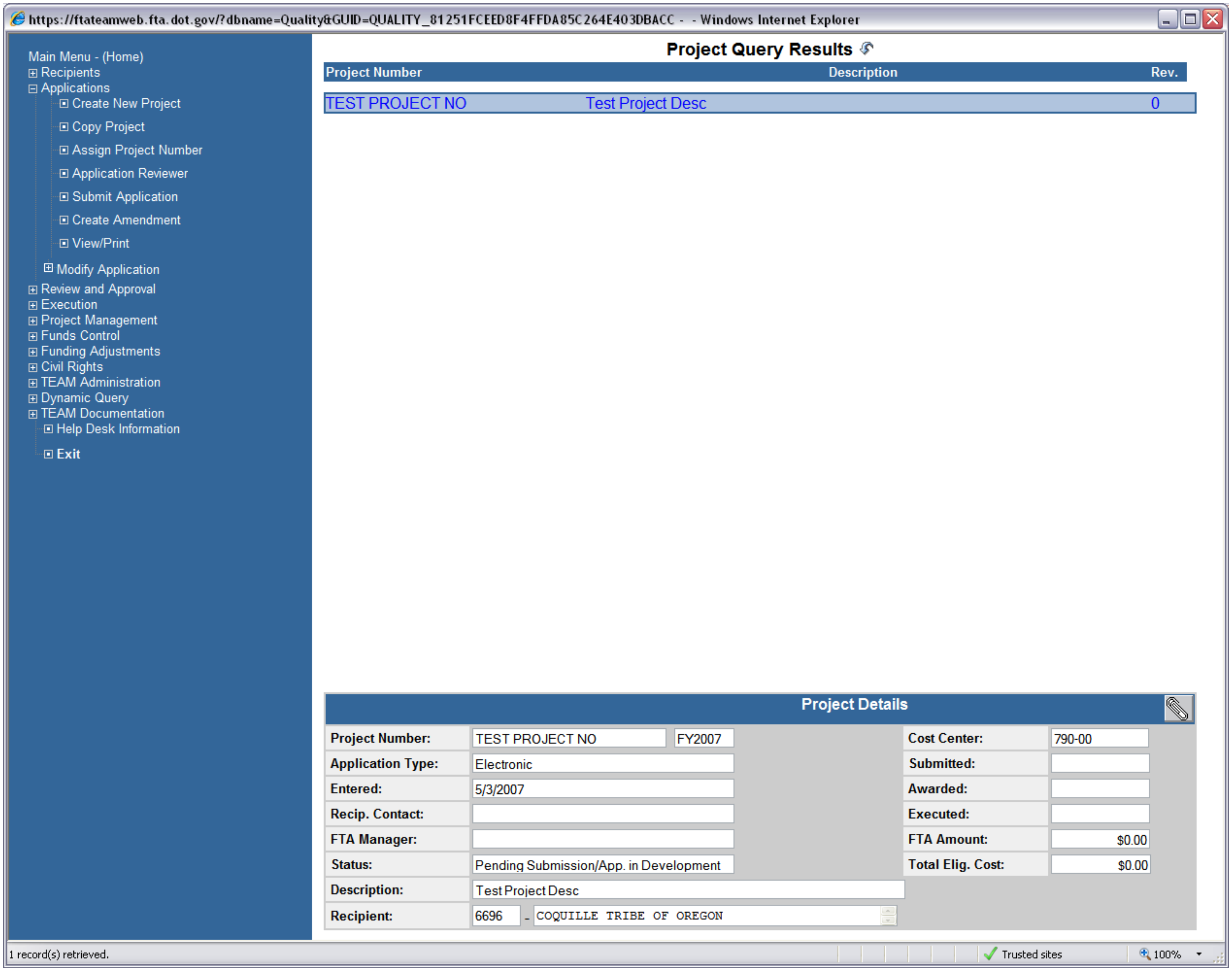

https://ftateamweb.fta.dot.gov/?dbname=Quality&GUID=QUALITY_81251FCEED8F4FFDA85C264E403DBACC - - Windows Internet Explorer
Main Menu - (Home)
Recipients
Applications
Create New Project
Copy Project
Assign Project Number
Application Reviewer
Submit Application
Create Amendment
View/Print
Modify Application
Review and Approval
Execution
Project Management
Funds Control
Funding Adjustments
Civil Rights
TEAM Administration
Dynamic Query
TEAM Documentation
Help Desk Information
Exit
Project Query Results
Project Number
Description
Rev.
TEST PROJECT NO
Test Project Desc
0
Project Details
Project Number:
TEST PROJECT NO
FY2007
Cost Center:
790-00
Application Type:
Electronic
Submitted:
Entered:
5/3/2007
Awarded:
Recip. Contact:
Executed:
FTA Manager:
FTA Amount:
$0.00
Status:
Pending Submission/App. in Development
Total Elig. Cost:
$0.00
Description:
Test Project Desc
Recipient:
6696
COQUILLE TRIBE OF OREGON
1 record(s) retrieved.
Trusted sites
100%

Figure 6

Copy Project

1. From the Main Menu, click on **Applications** (see Figure 7).
2. The **Query Applications** page will appear.
3. Enter the **Project Number** of the application you wish to copy. If you do not know the project number, you may enter any of the search criteria to select from a list of results returned by the query.
4. Click on the **Submit Query** button.

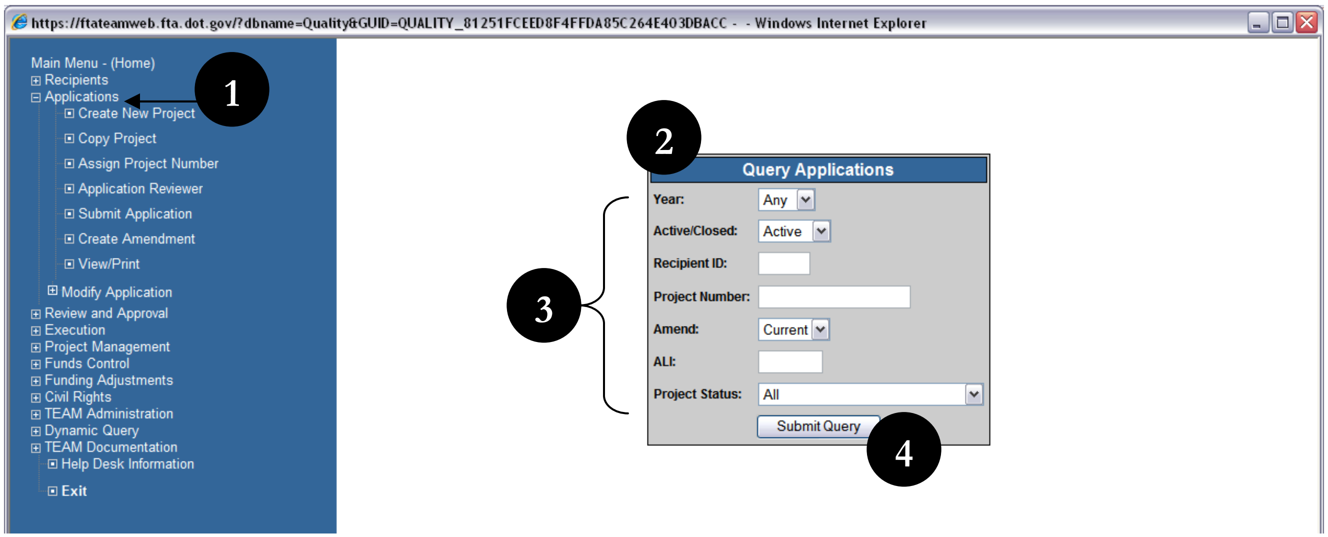


Figure 7

5. The **Project Query Results** page will appear (see Figure 8).
6. If your query has returned multiple results, highlight the application that you would like to copy. If only one application is displayed, continue to the next step.
7. Click on **Copy Project** in the Applications sub-menu.

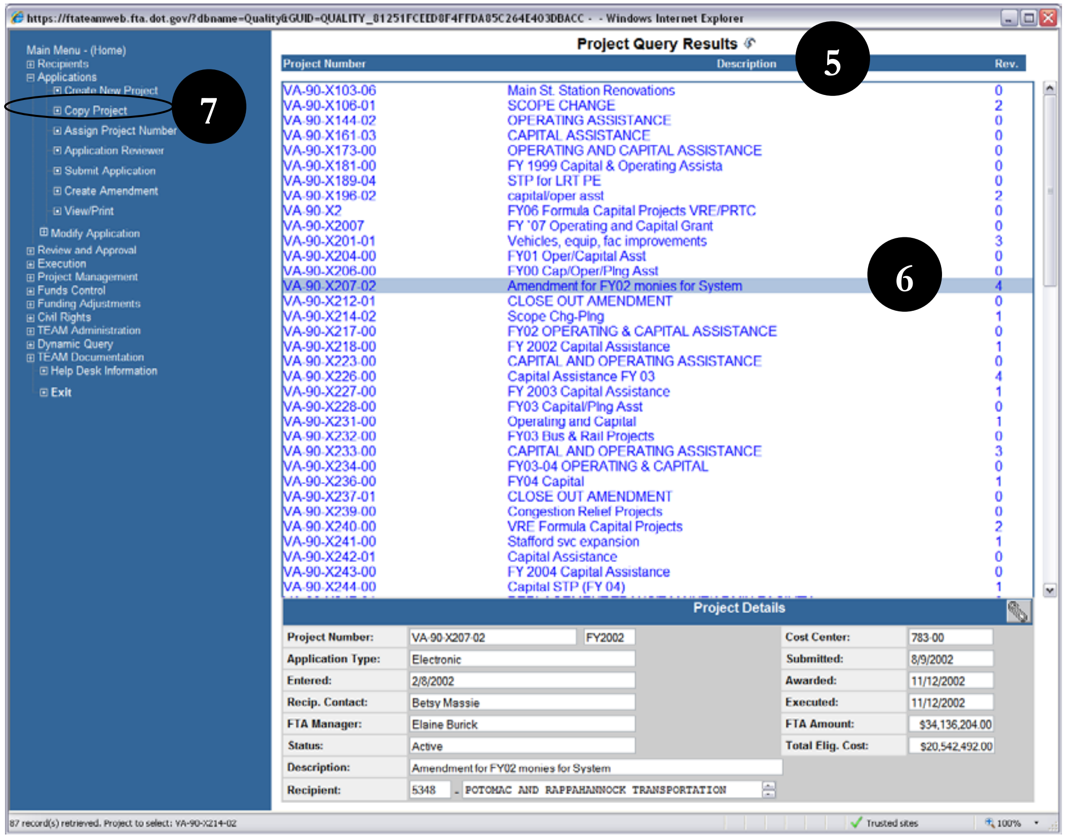


Figure 8

8. The **Create New Project** screen will appear (see Figure 9), with certain entry areas automatically populated with information copied over from the selected application. You may edit these fields to reflect the correct information for your new project.

9. Note that the **Recipient ID** field defaults to the highest number available to you in your profile. Begin by selecting your Recipient ID from the drop-down. Your corresponding Recipient information will appear below the drop-down.

10. The **Project Number** field will automatically be populated with the next available project number for the state of the project that is being copied. For example, if copying a Virginia project, your new, temporary project number will be the next available project number for Virginia. You may change this number to an alternate, temporary number. The FTA will later approve or re-assign the project number.

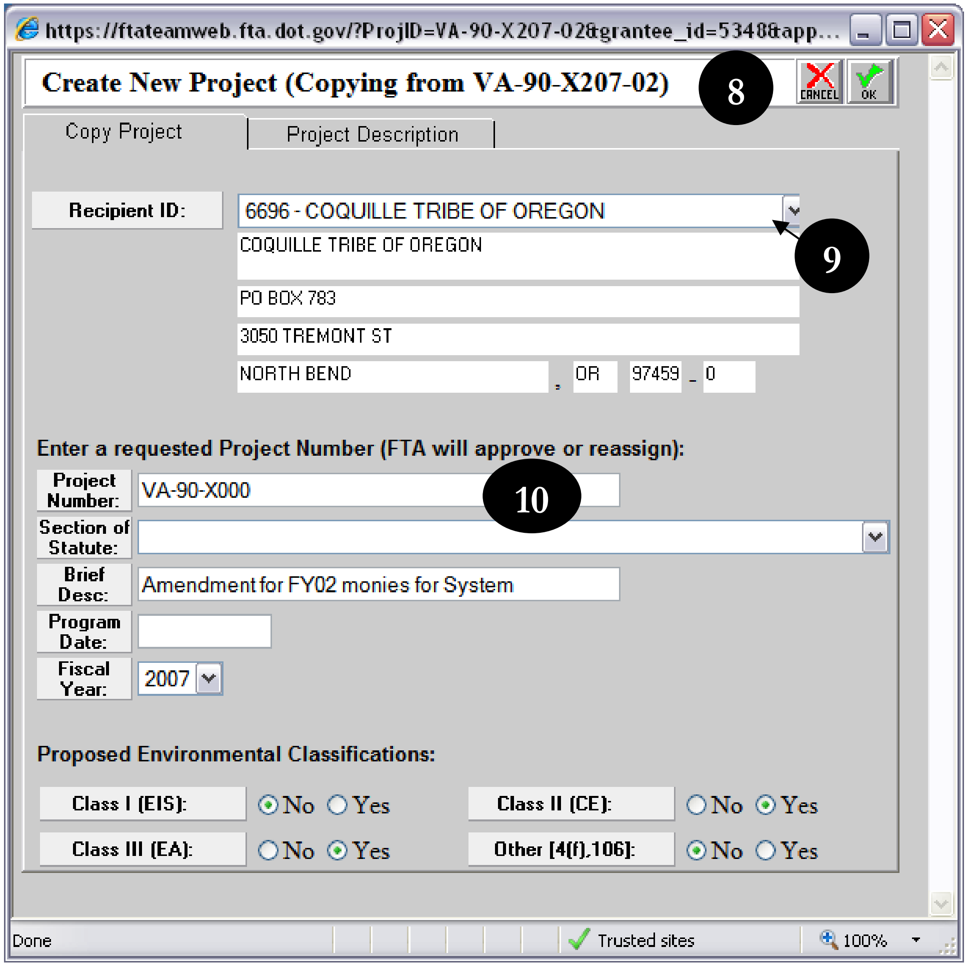


Figure 9

11. Next, enter the Program Date (see Figure 10). This is the date of the most recent, FTA-approved STIP. If the project is not on a STIP, enter the UPWP or the FTA Program Plan Approval date. This information will not be copied from the selected application.

12. If necessary, change the Brief Description, Section of statute, Fiscal Year and Proposed Environmental Classification.

13. Click on the Project Description tab to change or update the copied information.
14. Click on the 'OK' icon to save your changes.

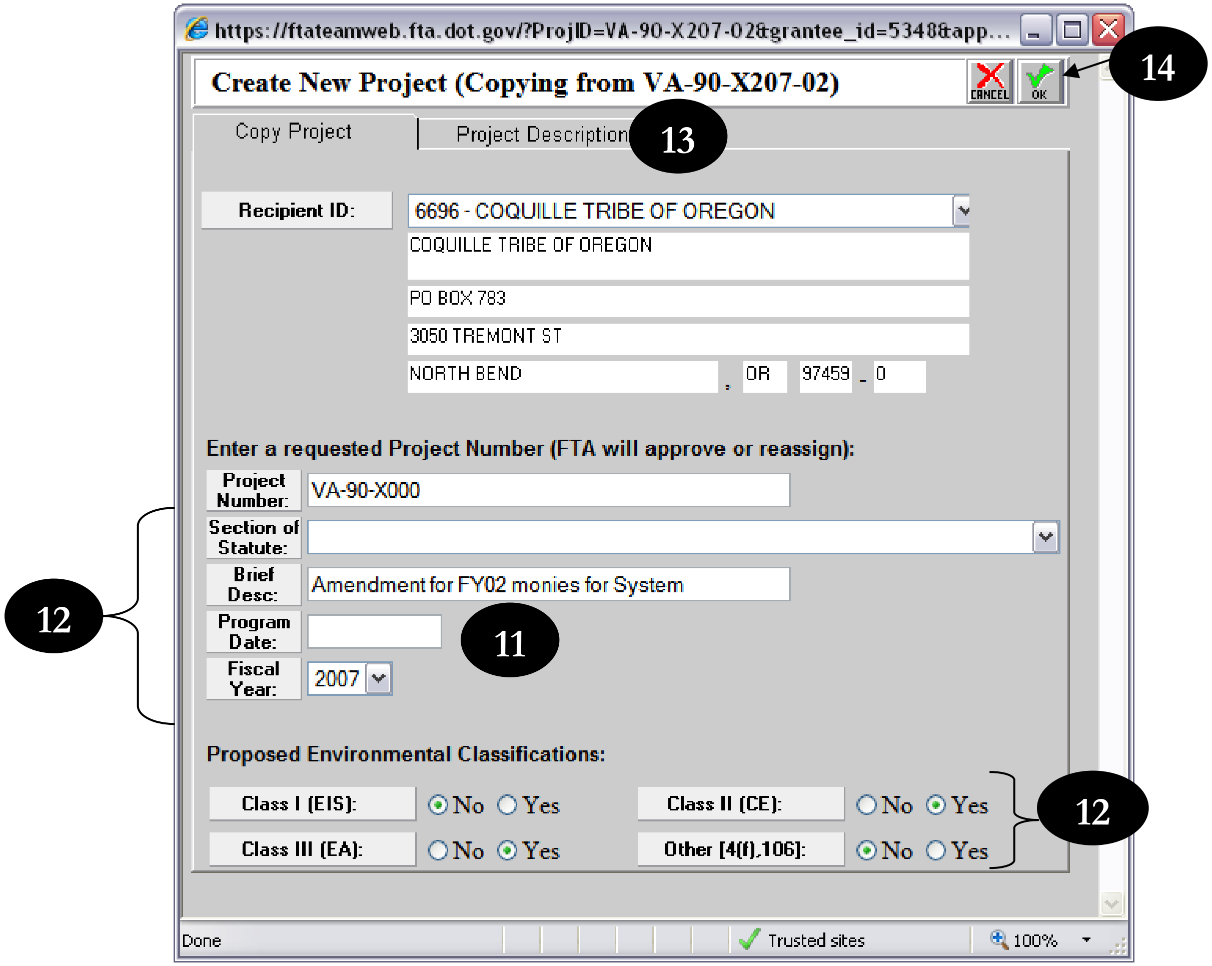


Figure 10

The **Project Query Results** page will open, with the new project selected (see Figure 6 for an example of how the results may look). Information that you have entered, as well as the information copied over from the previous project will appear in the **Project Details** section of the screen. To begin modifying the application, see Chapter 4 of this User's Guide.

Index

TEAM-Web User Guide

Chapter 4
Modifying an Application

By:
QSSI

Version: 2.02
Date: 02/28/2008

Chapter 4 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
1.2	10/18/2005	Changes to the Comments/Concurrence guidance	Travis Klein, Sonya Ransome
1.3	06/07/2006	Changes to the Project Information screen to include Security and Earmarks	Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	05/10/2007	Minor Indexing updates	Travis Klein
2.02	02/28/2008	Minor modifications and reference updates	Travis Klein, Patty String

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

Chapter 4 Table of Contents

Modifying an Application

Overview

This chapter will go through the process of modifying an application that is in a development stage. Features that it will detail include: Project Information, Budget, Milestones, Environmental Findings, Fleet Status, and Comments/Concurrence.

Modify Application

1. To modify an Application, begin by accessing that Application through the Query Applications screen and highlighting it (see Figure 1). For instructions on accessing applications, please see Chapter 2. ***Note: If you have just completed creating a new project, either by copying an existing project or entering original information, skip this step and proceed to #2 (your project should already be highlighted on your screen).***
2. Click on the plus sign next to **Modify Application** to expand the Modify Application sub-menu. The sub-menu will open, displaying the following options: **Project Information**, **Budget, Milestones**, **Environmental Findings**, **Fleet Status** and **Comments/Concurrence**.
3. Select the area that you would like to begin modifying by clicking on the corresponding sub-menu item. You may choose to start with any of the listed options, however, this User's Guide will give instructions on how to modify each section in the order of the sub-menu list, beginning with Project Information and ending with Comments/Concurrence. To continue, click on Project Information.

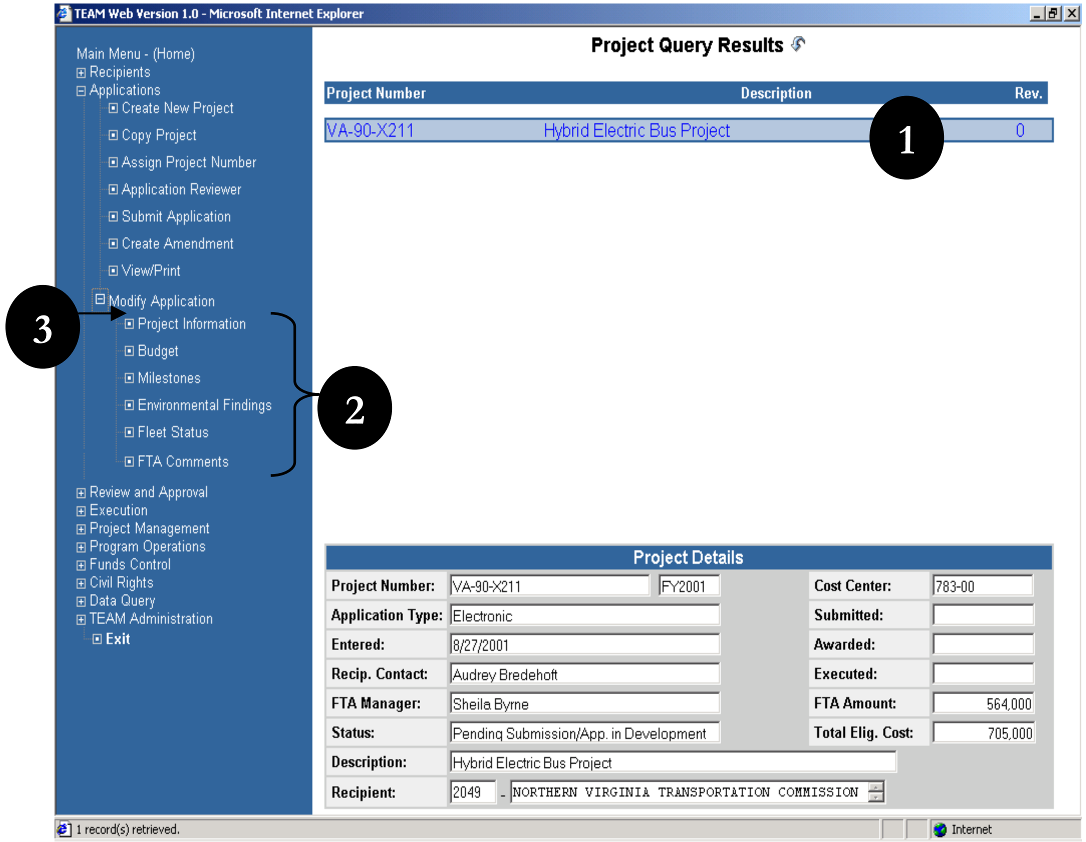


Figure 1

Project Information

All users have access to the **Project Information** screen until the **Reservations** screen is completed, at that point only FTA users will have access to open this screen.

General Tab

1. The Project Information screen will default to the General tab (see Figure 2 below). The Project Information screen also contains the Control Totals, UZA/Cong Dist., Earmarks and Security tab pages.
2. All information in the General tab with the exception of the Recipient information and Recipient Type field may be edited
3. To change the Brief Project Description (appearing next to the project number), click in the field and replace the existing description with a new one.
4. From the Project Type drop down menu, select the type of award that applies to your project (Grant, cooperative Agreement, Interagency Agreement, Intra-Agency Agreement, Loan, General Working Agreement, Other Transaction/Agreement or Procurement).

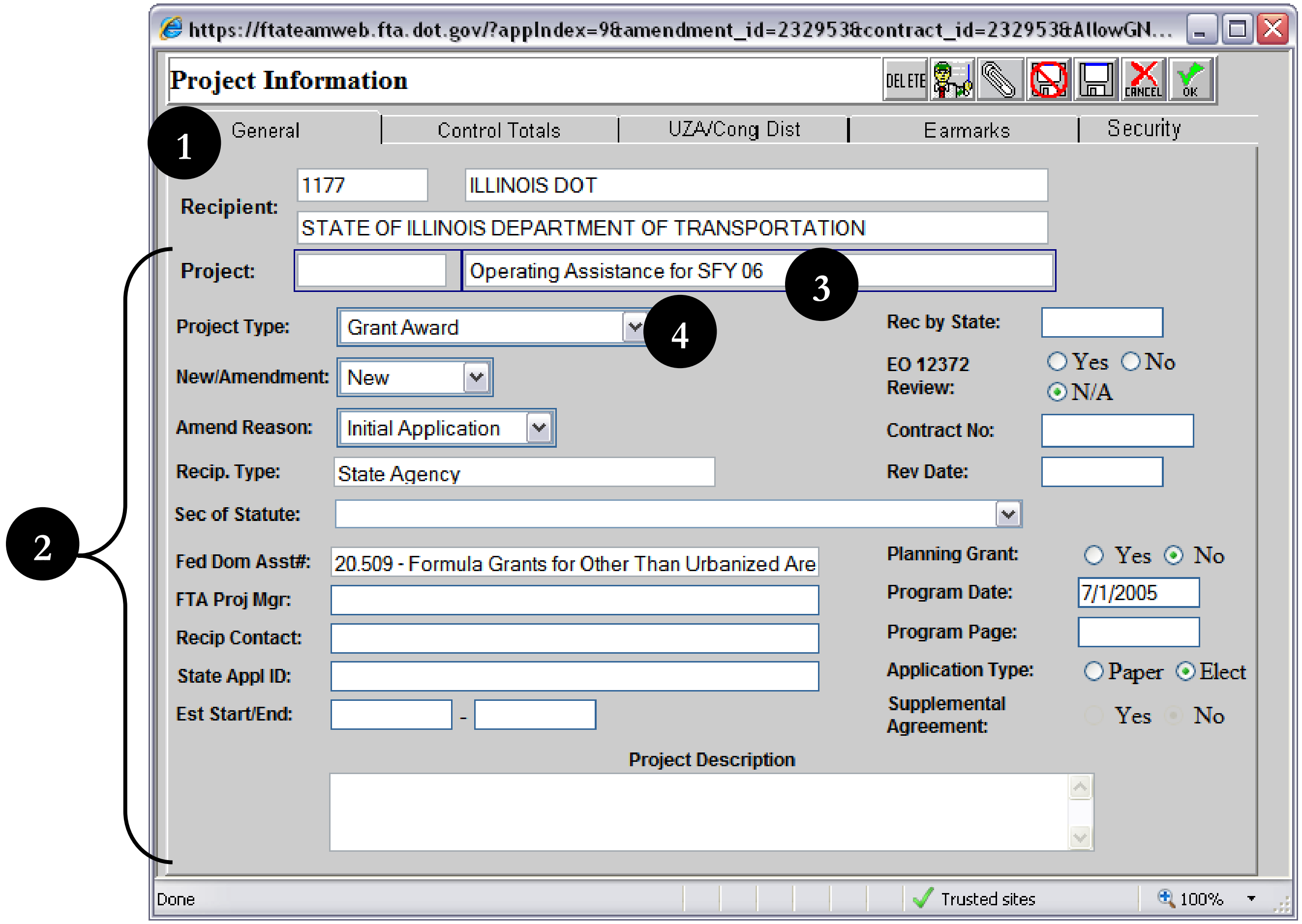


Figure 2

5. The **New/Amendment** drop-down permits you to indicate whether the project is a new project or an amendment to an existing project (see Figure 3 below).
6. The **Amend. Reason** drop-down allows you to display the reason for changing (amending) the project.
7. From the **Sec. of Statute** drop-down, select the statute from which the funding for the project will be derived. The Federal Domestic Assistance Number (**Fed Dom Asst#**) will automatically be populated upon your selection.
8. Specify an **FTA Project Manager** as well as a **Recipient Contact**.

9. Enter the **State Appl. ID**, **Estimated Start/End Date** and date when the state received the application (**Rec by State**).

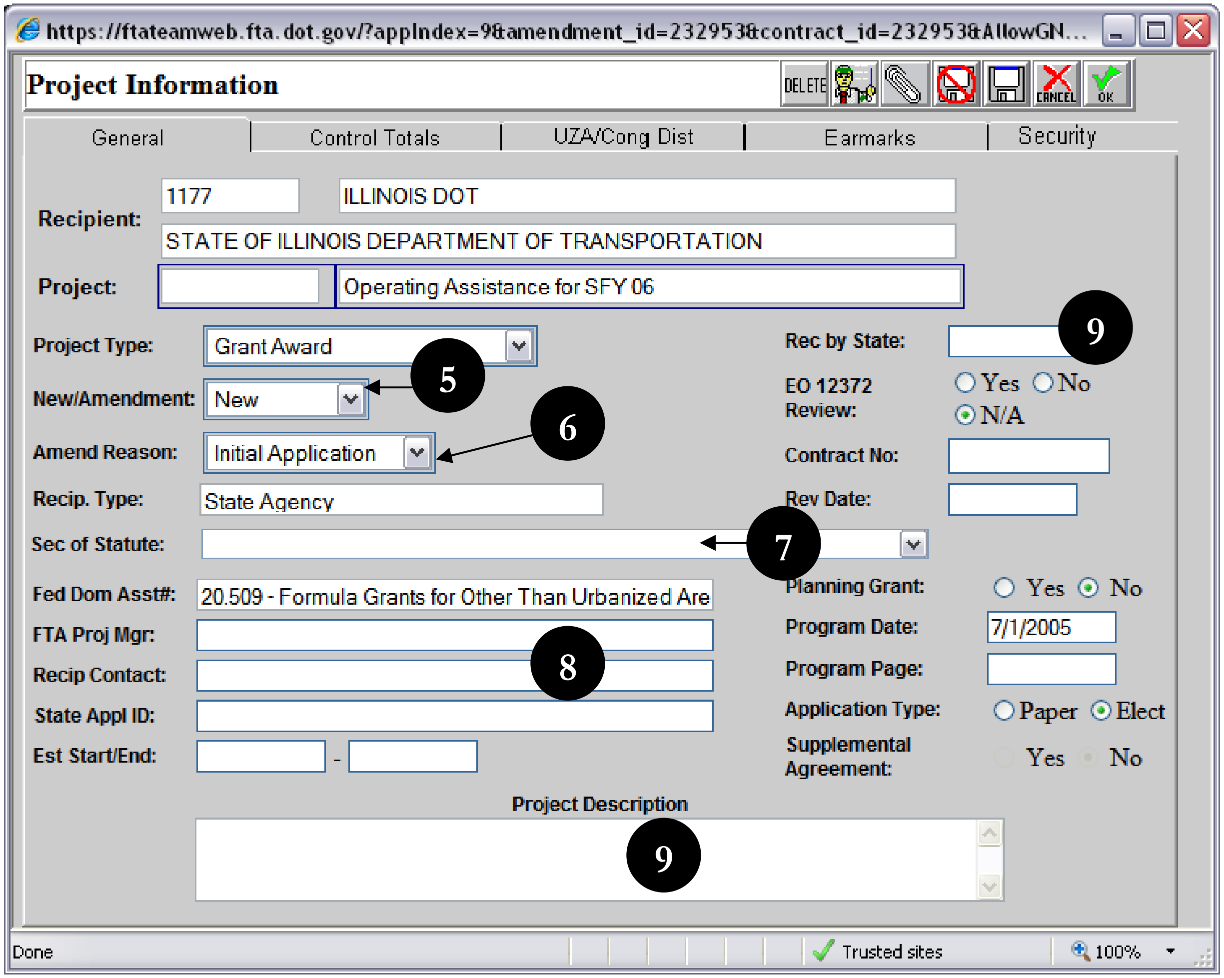


Figure 3

10. Indicate where **E.O. 123727** applies by selecting either 'Yes', 'No', or 'N/A' (see Figure 4 below).
11. Enter the **Contract No**.
12. Enter the date the application was reviewed (**Rev Date**).

13. Indicate if this is a **Planning Grant** by selecting either 'Yes' or 'No'
14. Next enter or modify the **Program Date** and **Program Page**.
15. Indicate the **Application Type** by selecting either 'Paper' or 'Elect' (Electronic) and whether or not there is a **Supplemental Agreement** (if applicable).
16. If necessary, modify the **Project Description.**

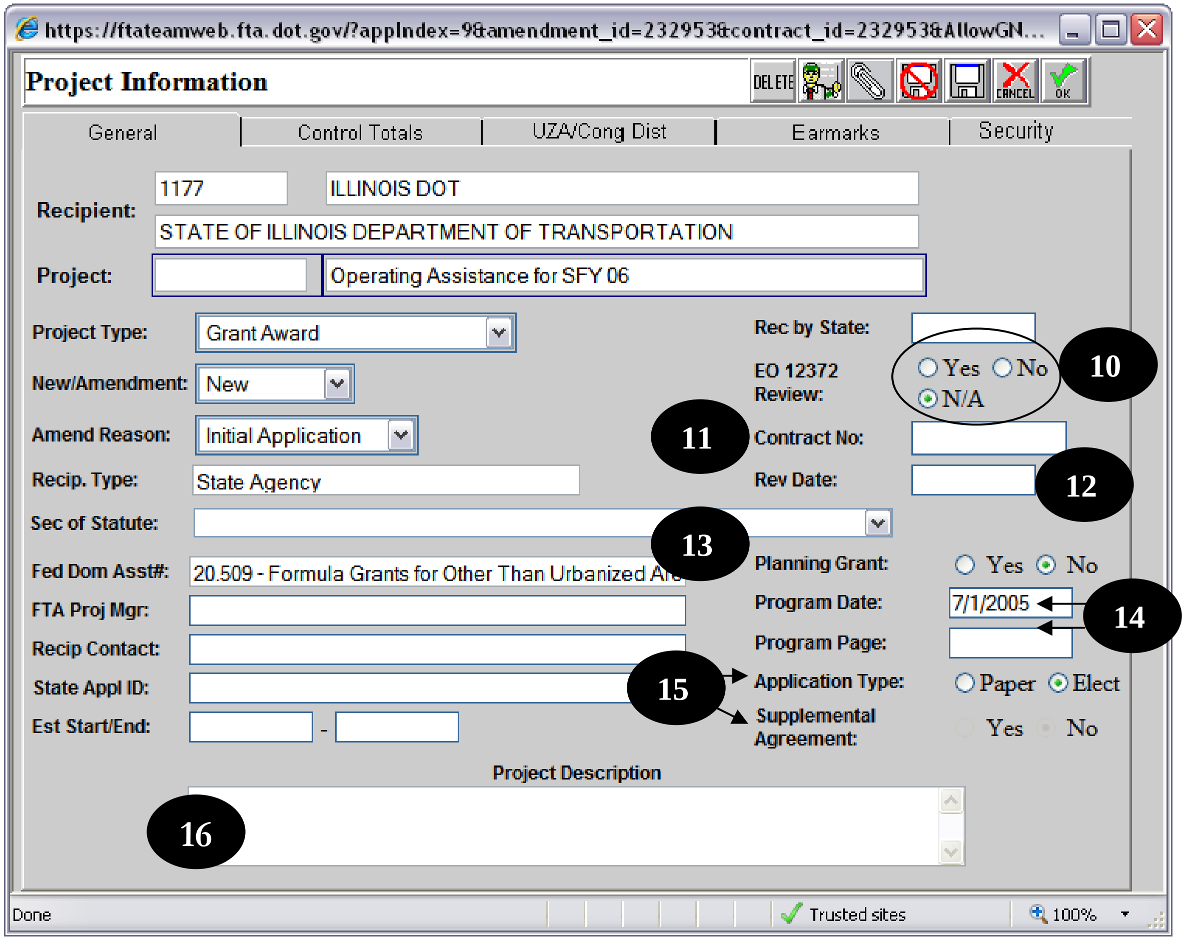


Figure 4

Control Totals Tab

1. Click on the **Control Totals** tab to open that tab screen (see Figure 5). Enter the **FTA** and **Local Amounts** (shares of project costs), as well as any **Adjustment Amount, State Amount, Other Federal Amounts,** or **Special Condition Amounts** in the **Amendment** column. For **Amendments**, type in the amendment amounts in the Amendment column. The amounts in the **Project** column will be updated when you save your changes press the “tab” key.
2. TEAM-Web will calculate the **Total Eligible Cost** and **Gross Project Cost** for you

**Note: The Control Totals must be consistent with the Project Budget in the Budget part of the Application. The Project Budget must balance against the Control Totals you enter.

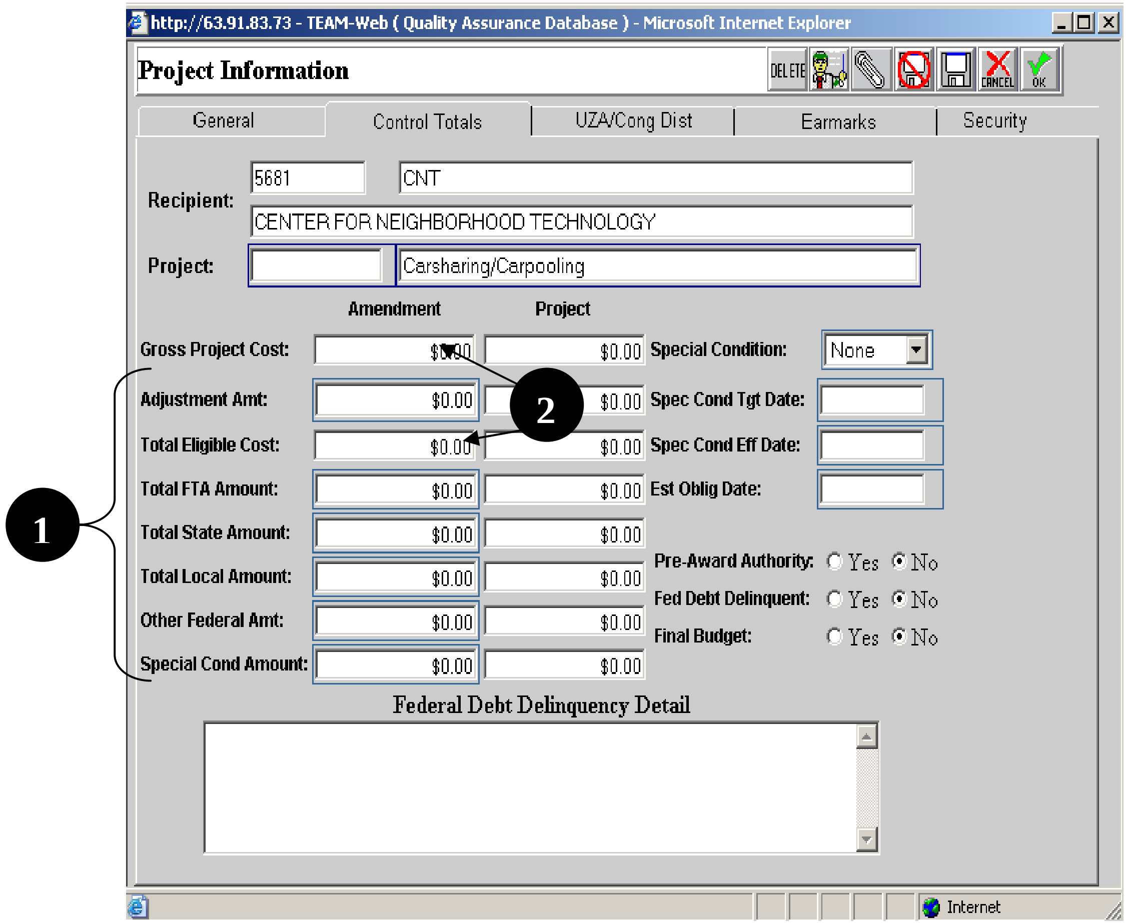


Figure 5

3. A dropdown list is attached to the **Special Condition** field (see Figure 6). The **Special Condition** field defaults to "**None**". To request FTA defer the local share, the recipient selects "**Deferred**". To request FTA waive all or part of the local share (permitted for certain R&D projects), the recipient should select "**Waived**". A recipient seeking a deferral or waiver must type the justification in the **Project Description** text box on the **General** tab of the **Project Information** window. FTA's decision to deny, defer or waive a project will appear in the FTA comments in the **Conditions of Award** (Comments/Concurrence screen). FTA's decision will also be reflected in the text of the **Grant or Cooperative Agreement**.

4. Enter the Special Condition Target Date (**Spec Cond Tgt Date**), Special Condition Effective Date (**Spec Cond Eff Date**) as well as an Estimated Obligation Date (**Est Oblig Date**).

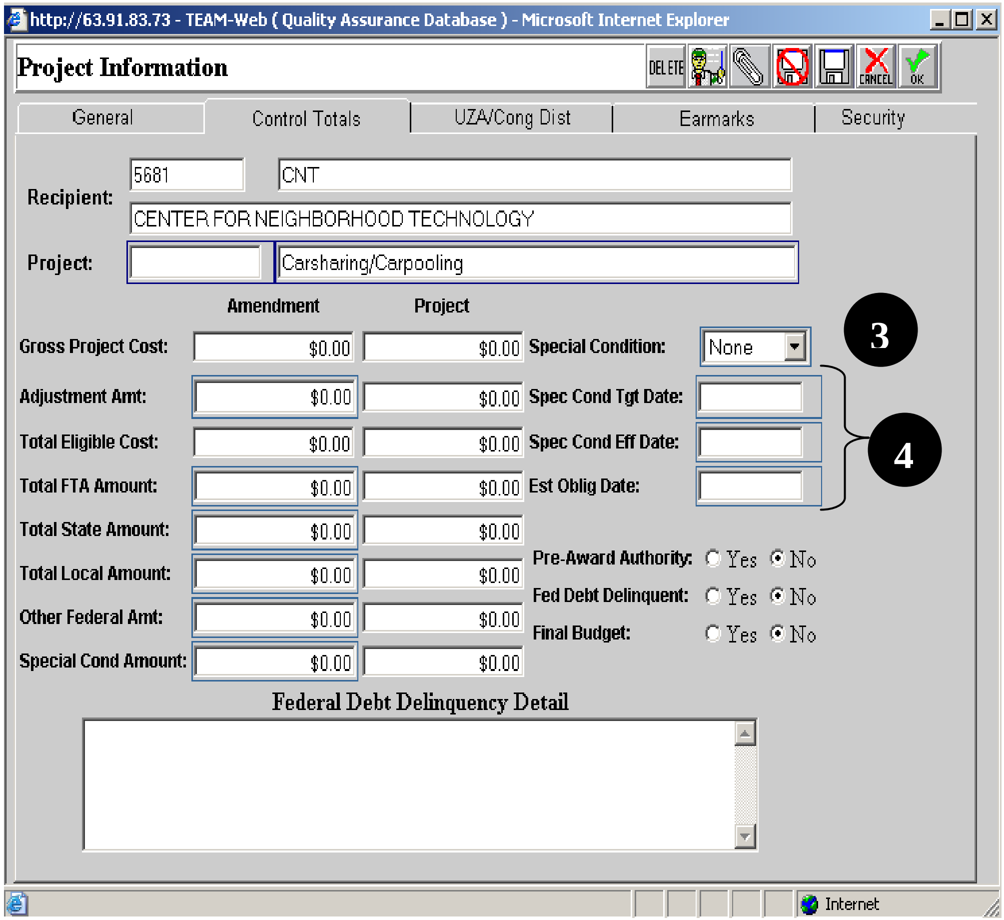


Figure 6

5. Select either 'Yes' or 'No' for each of the following categories (see Figure 7):
   a. **Pre-Award Authority**
   b. **Fed Debt Delinquent**
   c. **Final Budget**

6. If you selected '**Yes**' under the Federal Debt Delinquent category, enter details of the delinquency in the **Federal Debt Delinquency Detail** text-area.
7. Next, click on the **UZA/Cong Dist** Tab.

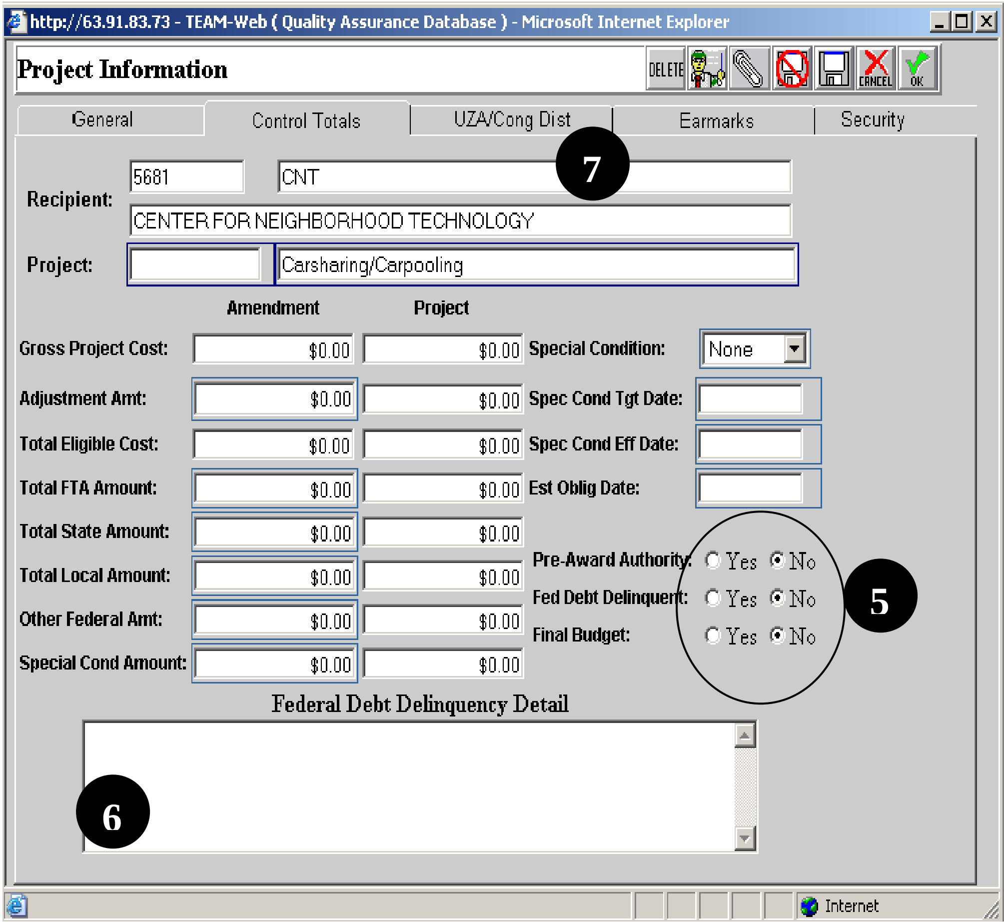


Figure 7

UZA/Cong Dist Tab

1. The **Urbanized Areas** and **Congressional Districts** information on the **UZA/Cong Dist** tab can be updated as long as it exists in the recipient's profile (see Figure 8). Existing entries in the Urbanized Areas and Congressional Districts tables may be deleted.
2. Deleting an Urbanized Area – click the **UZA Name** or **UZA ID** then click the **DELETE** icon.
3. Deleting **Congressional District** information – click on the row that needs to be deleted, then click the **DELETE** icon.

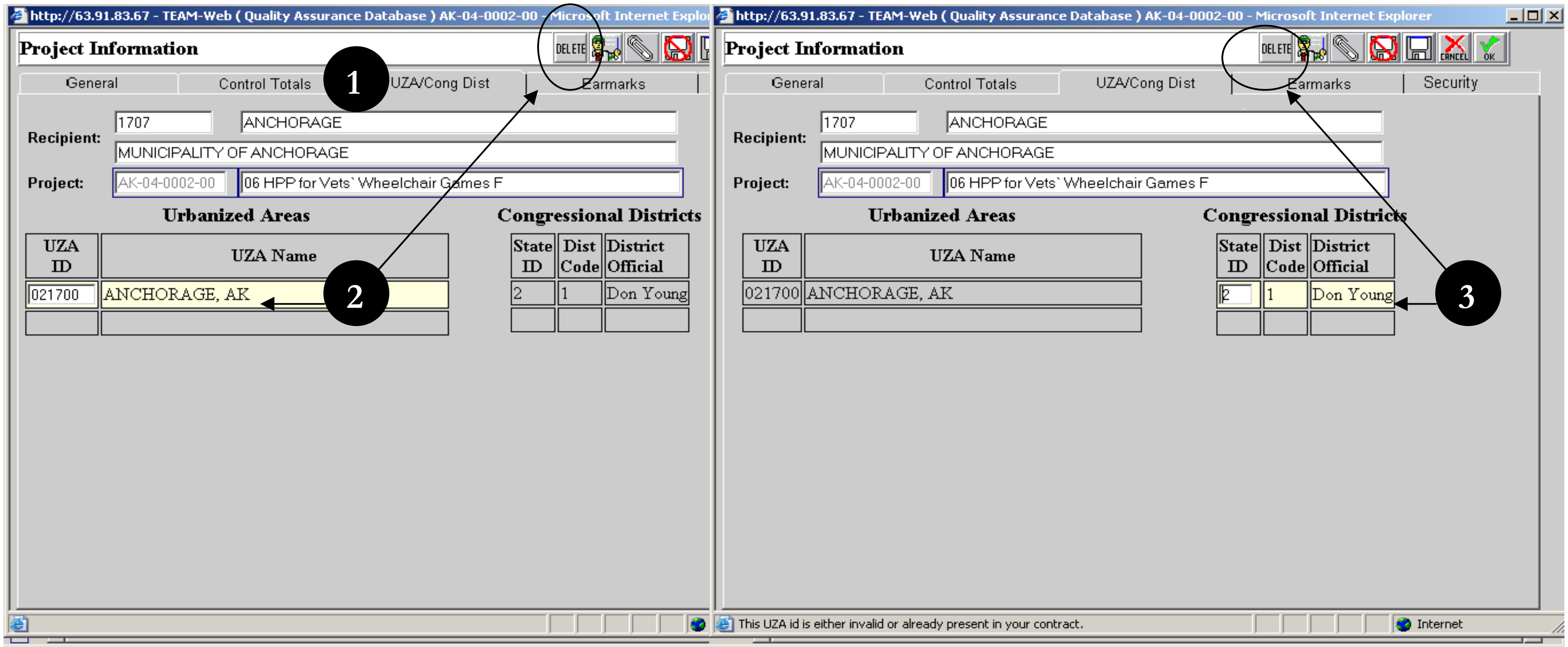


Figure 8

4. To manually add a **UZA** (see Figure 9) click on the bottom row of the **Urbanized Areas** table in the **UZA ID** column and a white entry box appears, while the **UZA Name** box highlights yellow; type in a **UZA** that exists in the Recipient profile and hit <tab> and TEAM-Web will populate the **UZA Name**.
5. To manually add a **Congressional District** click on the bottom row of the **Congressional District** table in the **State ID** column and a white entry box appears (with the remaining row yellow); type in the 2-digit state code (do not hit <tab>); next

click in the **Dist Code** field and type in the new district number in the white entry box; click or <tab> out of the field and TEAM-Web will populate the **District Official** field with the representative for the district.

6. Next, Click the **Earmarks** tab.

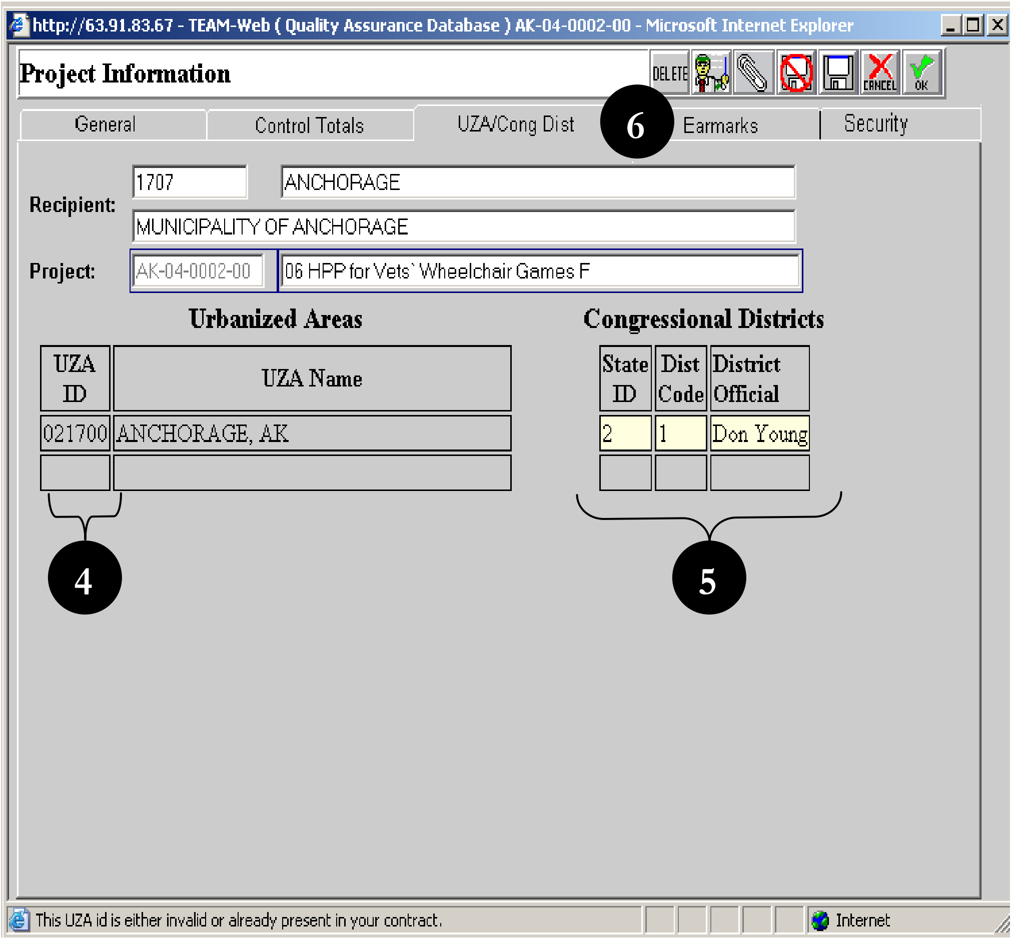


Figure 9

Earmark Tab

1. When the **Earmark** tab opens the **Recipient** information is not editable. The **Project** number cannot be changed, but the description next to the project number may be adjusted. See Figure 10 below
2. The **Talking Points Overview**, **Talking Points**, **Place of Performance** and **Congressional Interest Expressed** by fields are available for editing
3. Earmarks are selected by clicking on the magnifying glass icon next to **Earmark Details**.
4. Once the **Earmark** screen has been opened, an Earmark is selected by clicking on the box by the desired Earmark and clicking the **OK** icon. The details for the Earmark selected can be viewed in the **Earmark Details** section

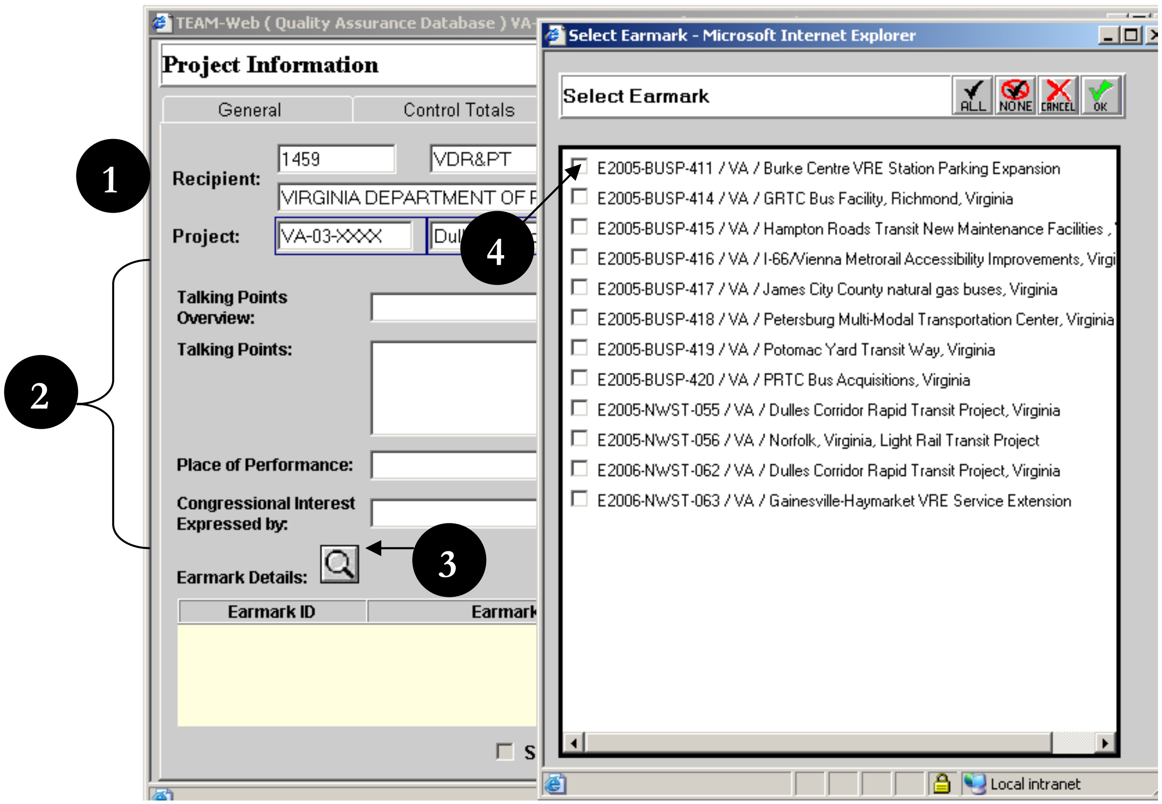


Figure 10

5. An amount can be applied to the Earmark by highlighting it and entering an amount in the **Amount Applied** field then selecting the save or **OK** icon (see Figure 11).
6. **Number of Earmarks** and **Total Amount Applied** are displayed for added earmarks.
7. Earmark Applied Amounts will be compared with Reservation amounts during FTA reservation process. The Earmark and FTA amounts must match in order to complete the reservation process.
8. The GNS Release button (**Send through Release Process**) is disabled. The release process will become available after the project is reserved.
9. Next, Click the **Security** tab

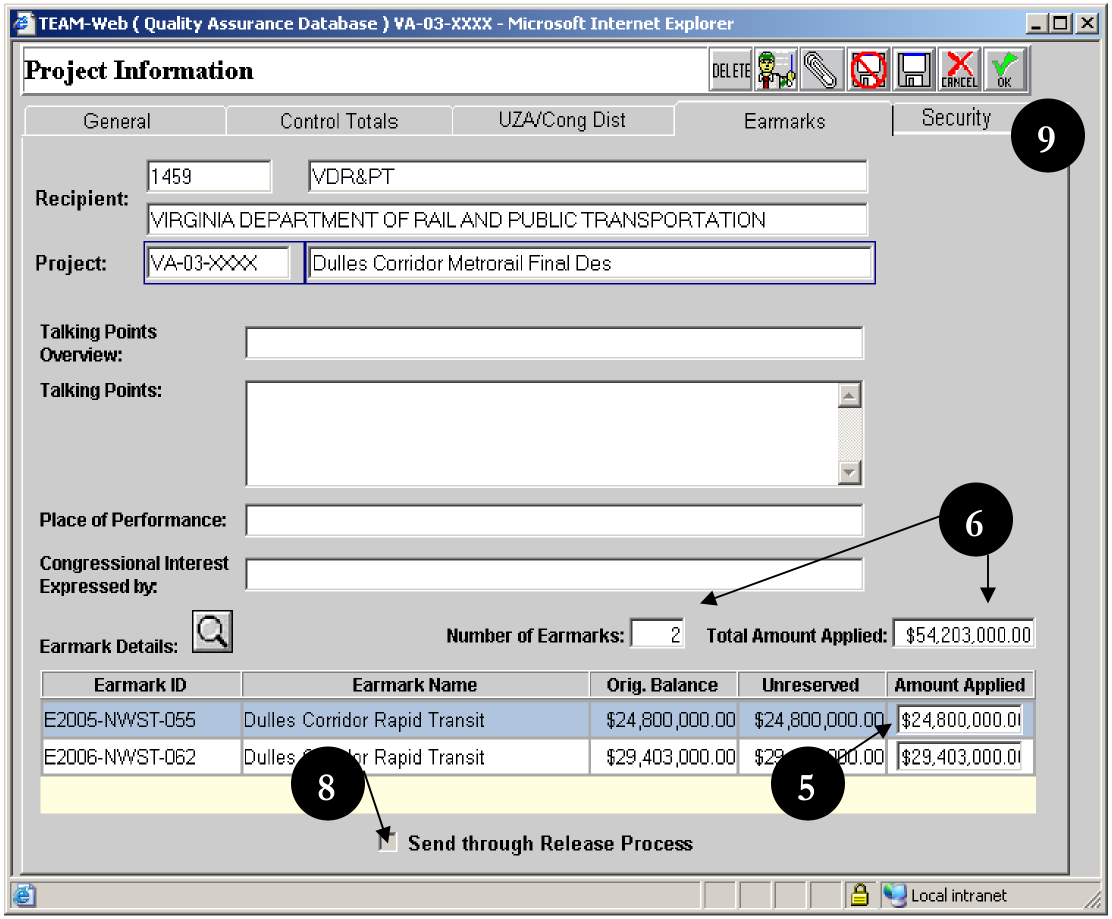


Figure 11

Security Tab

The **Security Tab** is only used for **49 USC 5307 - Urbanized Area Formula projects**. *Note – Sec. of Statue is selected on the General tab and can only be adjusted until a project number is assigned. There may be several 5307 Section of Statutes to select from – action is required on the Security tab for any one of them.

1. If your project does not meet the criteria mentioned above, you will see the information on the security screen grayed out (see the left side of Figure 12 below).
2. If your project meets the criteria mentioned above, you are allowed to enter information (see the right side of Figure 12).
3. You must select the '**Yes**' or '**No**' below the Project number and description. If you select '**No'** you will see a message "**At least one check box must be selected**"
4. Click the **OK** button and the message disappears.

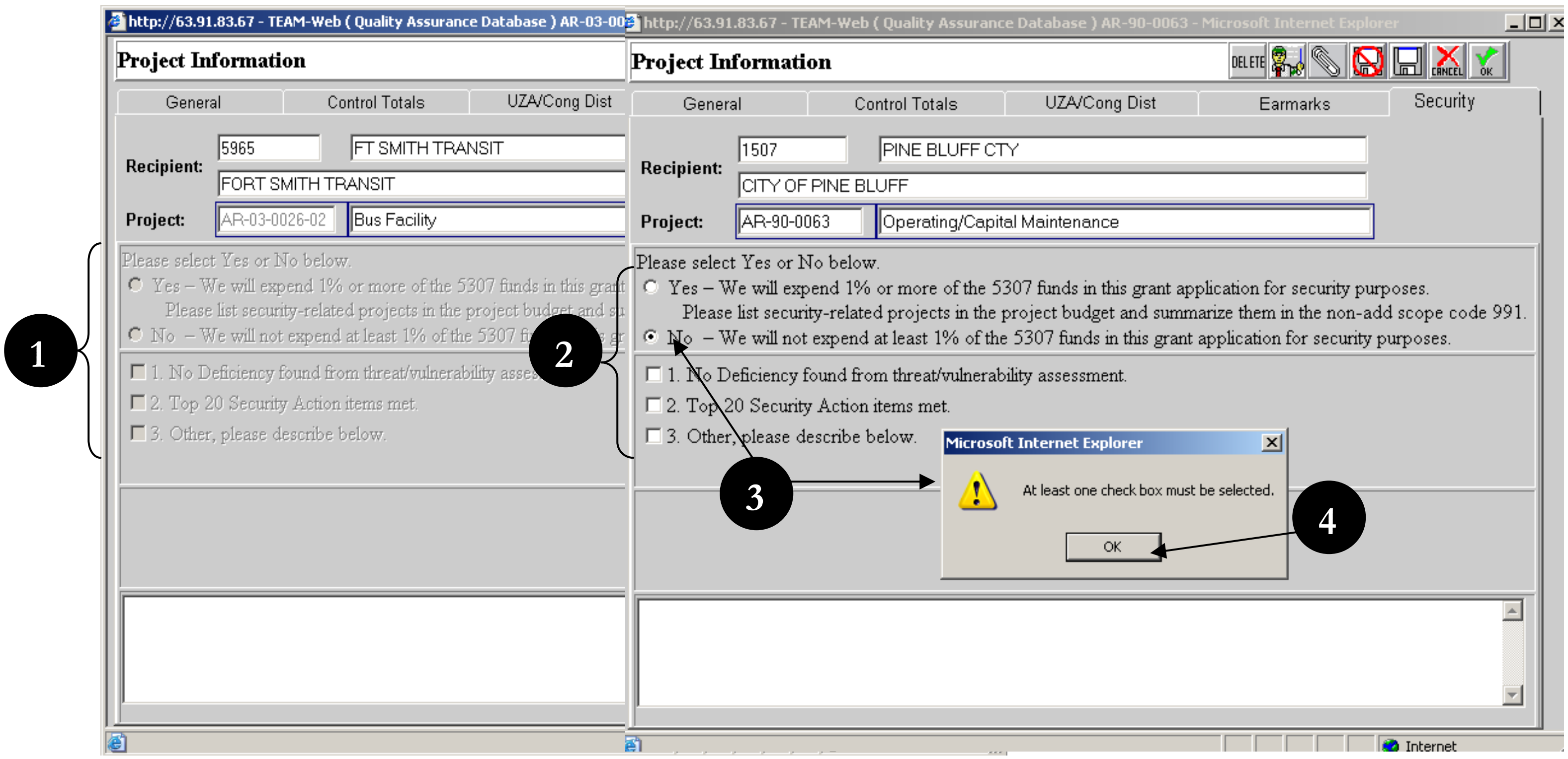


Figure 12

5. If you highlight number **1. No Deficiency found from threat/vulnerability assessment** (see Figure 13)**;** you will see the message "Grant applicant has conducted a threat and vulnerability assessment and finds there are no deficiencies that require additional investment in security projects at this time. [The threat and vulnerability assessment is No.8 in Top 20 Security

Action list at http://transit-safety.volpe.dot.gov/security/SecurityInitiatives/Top20/default.asp]", above the comments box.

6. If you check number 1 you will see the message above plus a message in blue that states: "Please use textbox below for comments (optional)"

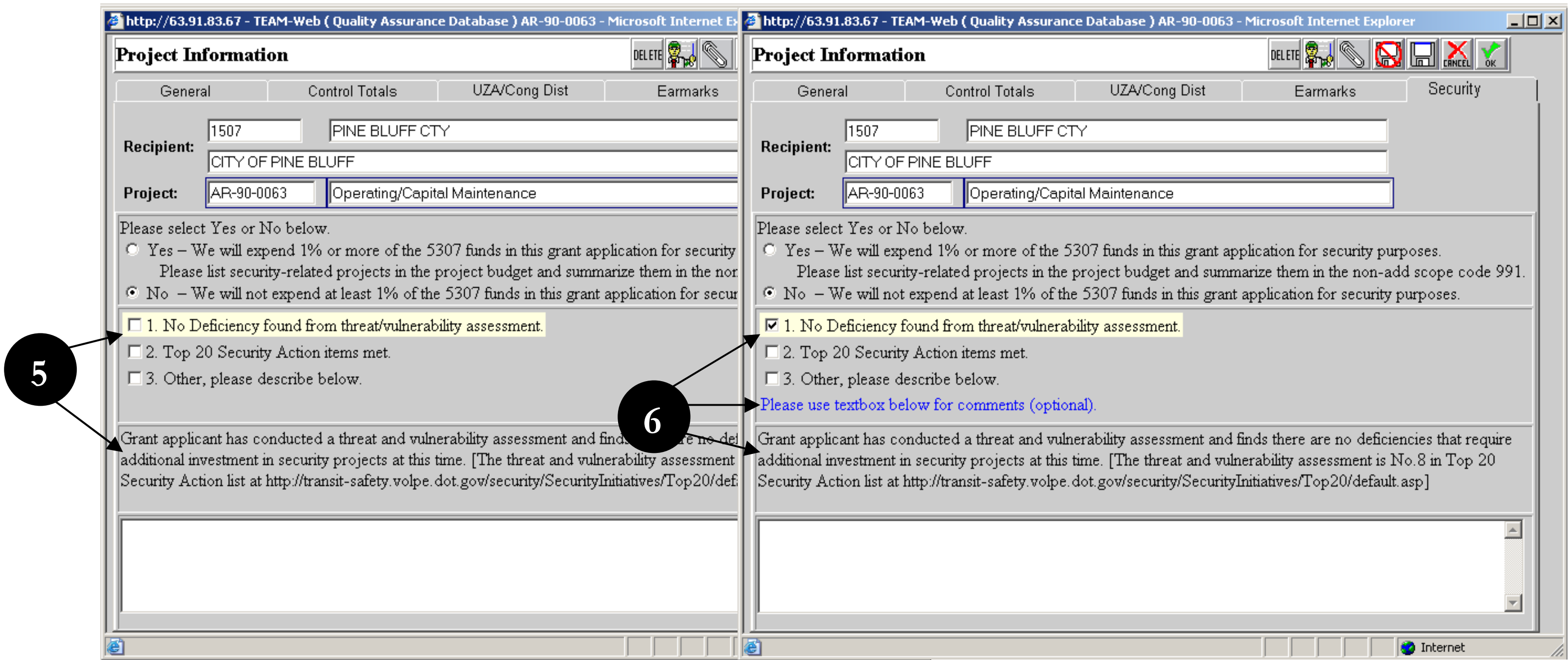


Figure 13

7. If you highlight number **2. Top 20 Security Action items met**; you will see the message "Grant applicant can answer affirmatively to each of the Top 20 Security Action items set out by FTA, and, hence, no additional investment in security projects is required at this time. [Those items are described at http://transit-safety.volpe.dot.gov/security/SecurityInitiatives/Top20/default.asp]", above the comments box (see Figure 14)

8. If you check number 2 you will see the message above plus a message in blue that states: "Please use textbox below for comments (optional)"

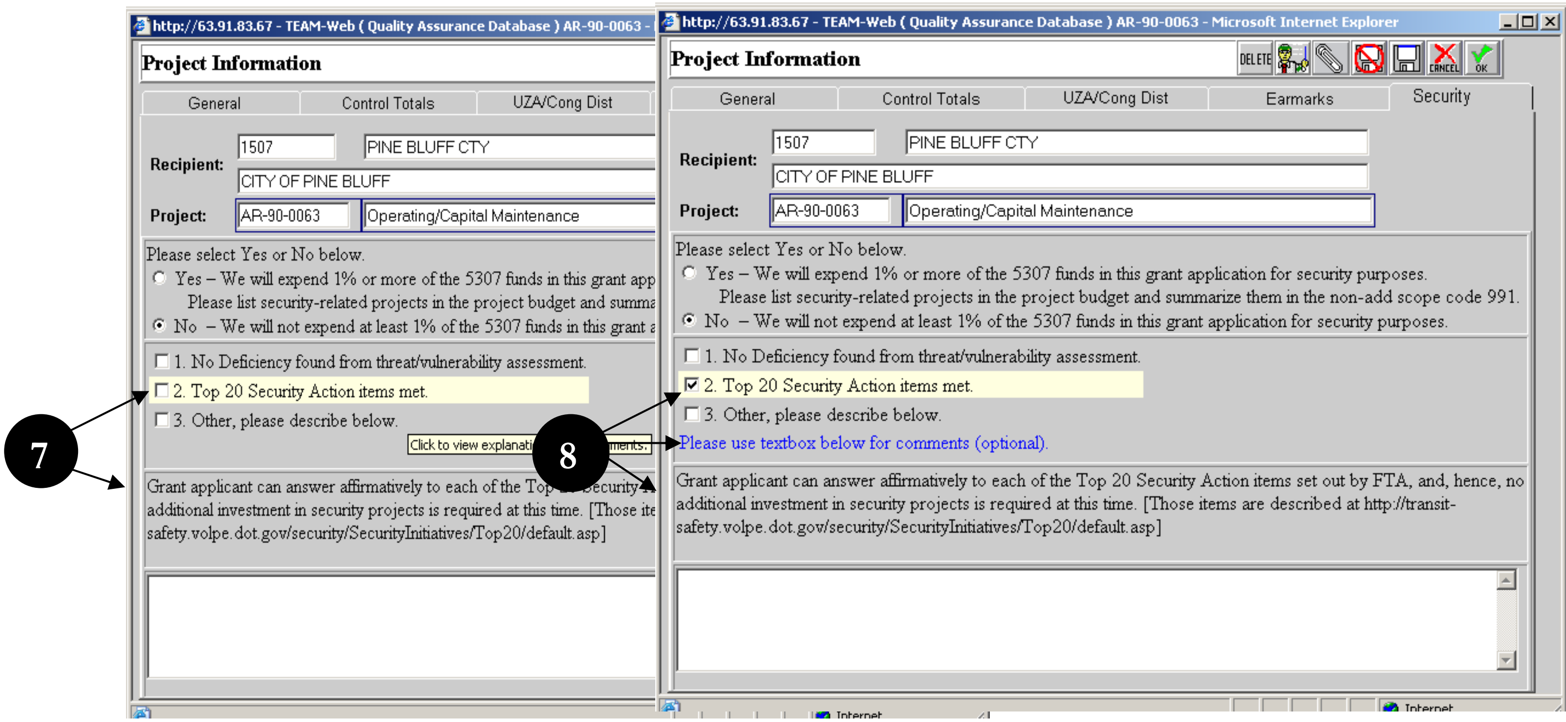


Figure 14

9. If you highlight number **3. Other please describe below**; you will see the message “If 1 and 2 cannot be selected for FY 2006, select Other and provide explanation.” (see Figure 15)

10. If you check number 3 you will see the message above plus a message in red that states: “Explanation is mandatory. Please use textbox below.”

11. If you select the OK icon without filling in the comments box you receive a pop-up message: “Text cannot be blank if No and Other are selected.”

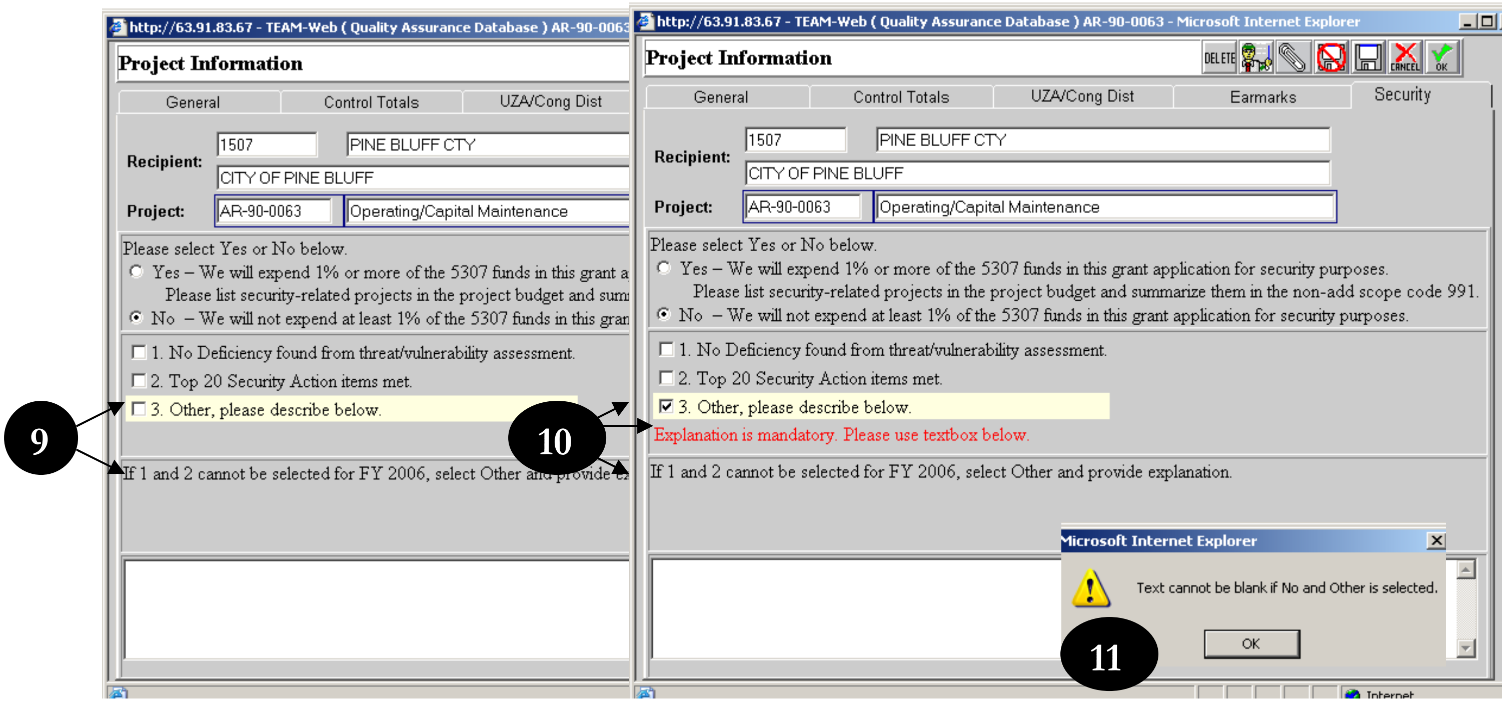


Figure 15

Maintaining the Approved Project Budget

In carrying out the project, the Recipient agrees to comply with the constraints of the Approved Project Budget incorporated by reference in its grant agreement or cooperative agreement. Furthermore, the Recipient must carry out project activities in a manner consistent with the terms of the grant agreement or cooperative agreement through which Federal funding is provided.

The manner in which a budget is initially structured can facilitate or impede project management, particularly when unforeseen events require changes in the project. Whether a simple budget revision may be permitted (with or without prior FTA approval) or whether a formal amendment to the project will be necessary depends on the effect of the proposed change on the scope of the project.

TEAM-Web Budgets

The FTA will use the TEAM-Web system to prepare budgets for various purposes.

As illustrated on the following pages, the TEAM-Web **Budget** screen contains a table in which entries for Scope and Activity Line Item numbers, descriptions, quantities, amounts of FTA contributions, and Total Eligible Costs are shown.

The TEAM-Web system establishes two separate budgeting categories:

1. **Project Budget** (**PRJBUD**) **–** This category consists of information used to form the Project Budget that, when the award is made, will constitute the “Approved Project Budget” for grants and cooperative agreements and will serve as the primary budget for other FTA awards.
2. **OTHER –** This category consists of a variety of related or secondary budgets associated with the Project. In calculating totals for the Primary Budget described above, the TEAM-Web system does not include amounts entered for Activity Line Items in OTHER budgets. “OTHER” budgets can reflect Activity Line Items within the parameters of the Project that are not yet included in the Project Budget. When forming the Project Budget, it is important to add OTHER Activity Line Items you believe desirable. They can be moved to the Project Budget if funding becomes available.

Budget

1. After selecting your project, click on **Budget** on the **Modify Applications** sub-menu (see Figure 16).
2. The **Budget** screen will open displaying a list of **Project Budget** and **OTHER** Scopes and Activity Line Items, as well as a table containing entries for Scope and Activity Line Item numbers, descriptions, quantities, amounts of FTA contributions, and Total Eligible Costs. Notice that the **Project Control Totals– Total FTA Amount** and **Total Eligible Cost –** have carried over from the Project Information screen and appear in the upper right of the Budget screen. Below them is a **Difference** line where any differences between these totals and the cumulative amounts of activity line items (ALIs) are calculated. These calculations are updated as Scopes and ALIs are added, deleted, or changed in the budget. A valid budget must show $0 in differences, and have at least one Scope with one ALI.

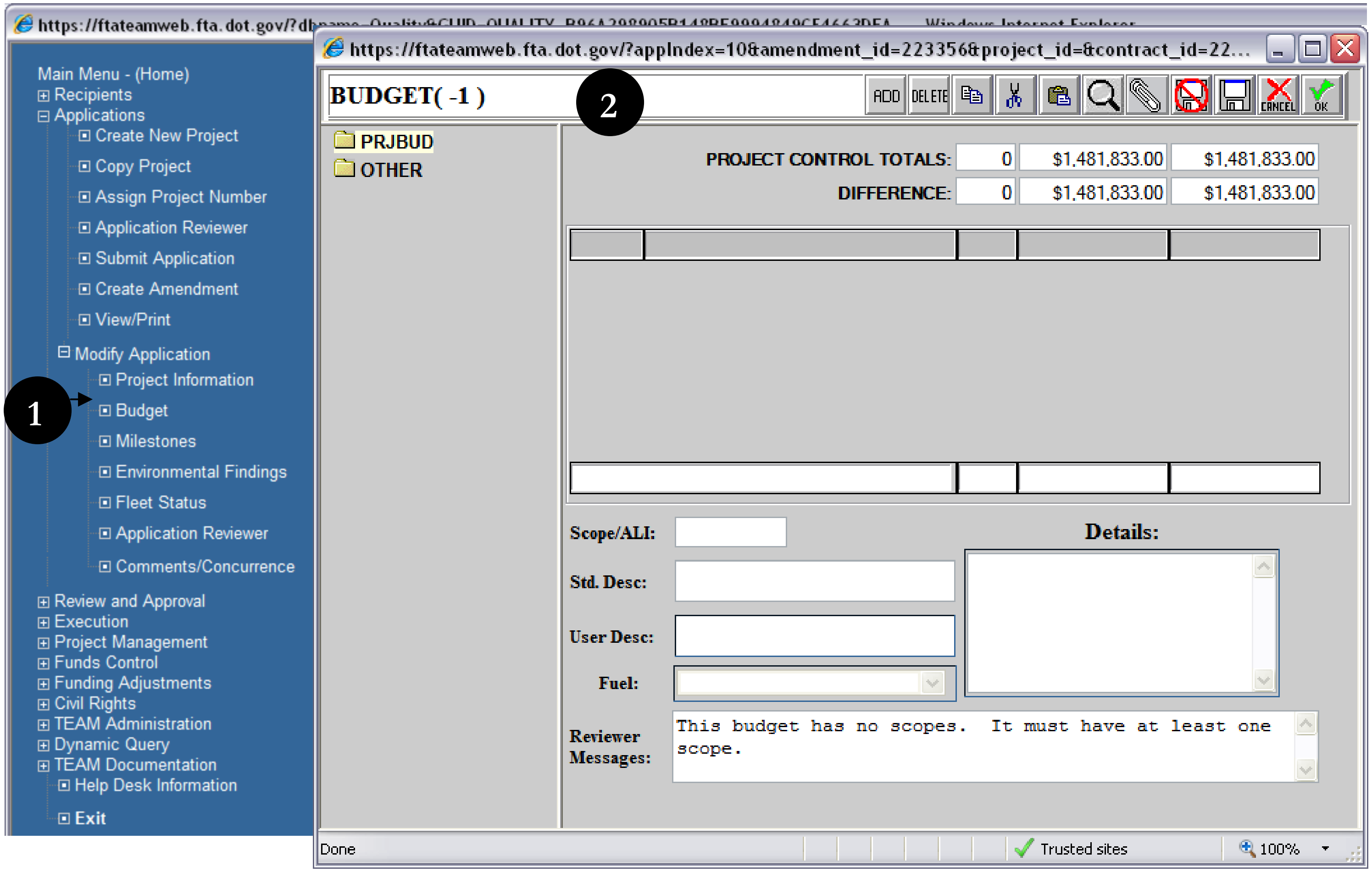


Figure 16

3. To add a Scope, first highlight either **PRJBUD** or **OTHER**, depending on what part of the Budget the Scope should fall under. A list of Scopes and their corresponding ALIs appears in the left part of the screen. Scopes are denoted by a yellow "folder" icon. (see Figure 17 below)
4. If you know the Scope number of the Scope to be added, click on the **ADD** icon at the top of the screen.

5. A blank row will appear. Click in the **Scope** part of the blank row and type in a new Scope number. When you press the tab key or click out of the row, the **Scope Description** will automatically populate in the Scope Description field. To edit the Scope Description, click in the field and replace the text, as appropriate.
6. You can also add Scopes and ALIs by accessing the **Budget Details** screen and selecting from the Dropdowns. To do so, begin by clicking on the **Details** icon at the top of the screen. (The Details icon is the magnifying glass.)

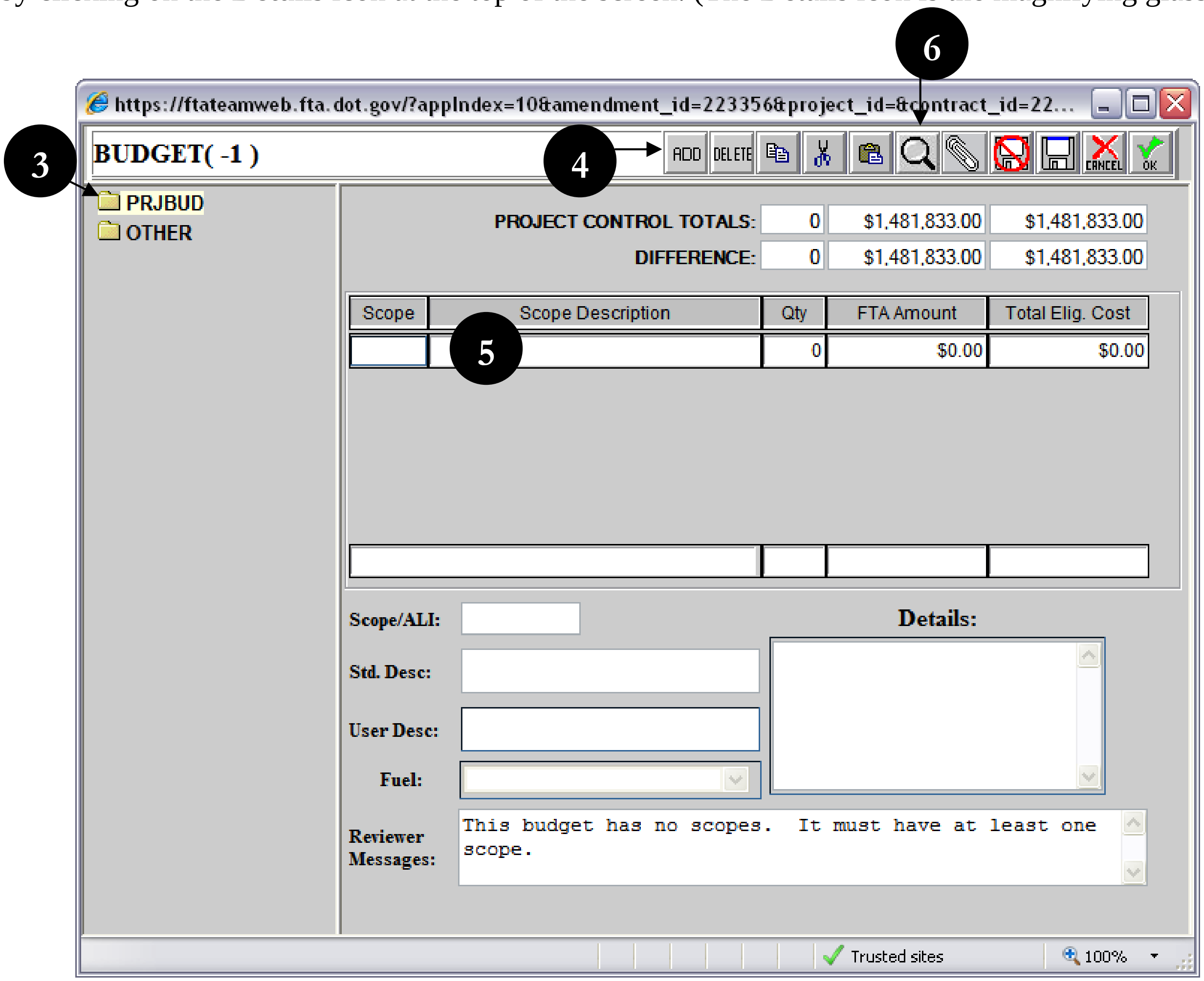


Figure 17

7. When the **Budget Details** window opens, select the new Scope by clicking on the drop-down menu. Scope MUST be selected by clicking on the **Scope** dropdown list, located just above the list of folders. (see Figure 18 below)
8. The displayed set of folders can be opened to reveal sub-folders and/or ALIs. As you select a Scope and ALI, use the top **arrow** (pointing to the right) to build a budget that appears to the right in table form.
9. When you have finished building the Budget Details, click on the **OK** icon to save your selections and return to the Budget window.

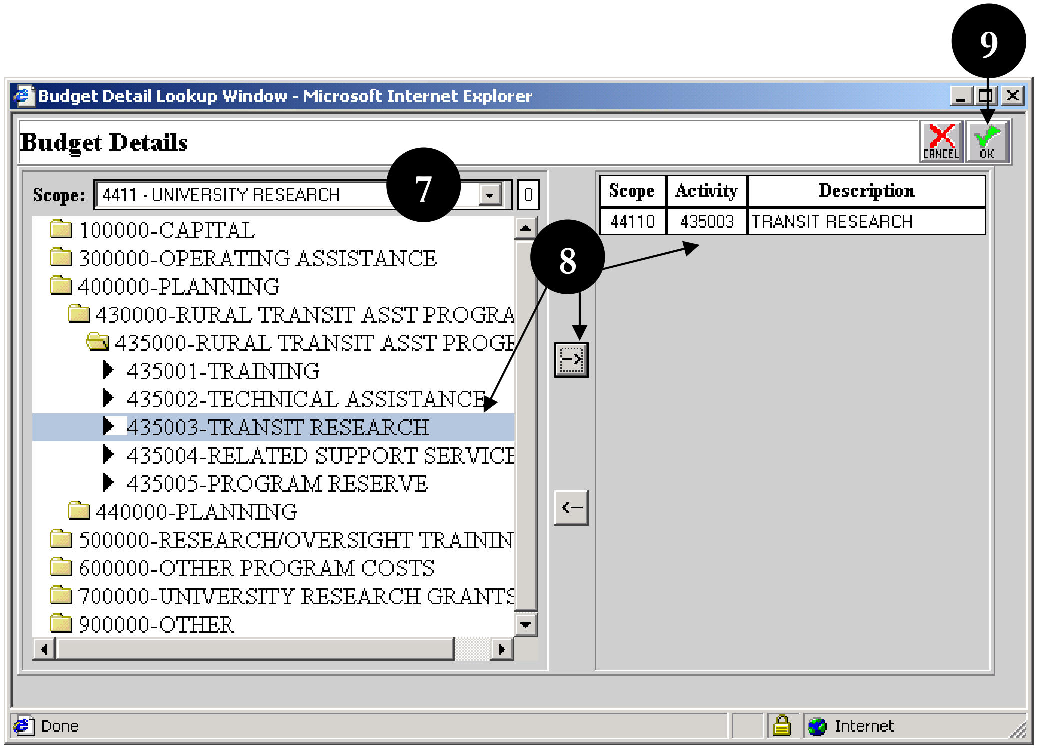


Figure 18

**Note: ALI selections are not limited to those that match the first three digits of the Scope; however, they usually do match.

- Following the Budget Detail instructions, continue by adding the following Scope and ALI combinations:

Scope	ALI(s)
11100	111201, 111301
11400	114302
11700	117101
11900	119303

- Click the **OK** icon to return to the Budget screen.

The Scopes and ALIs selected in the Budget Details screen now form the basis of your budget, and appear on the left side of the Budget page (see Figure 19 below). You now must add the FTA Amount and Total Elig. Cost for each ALI.

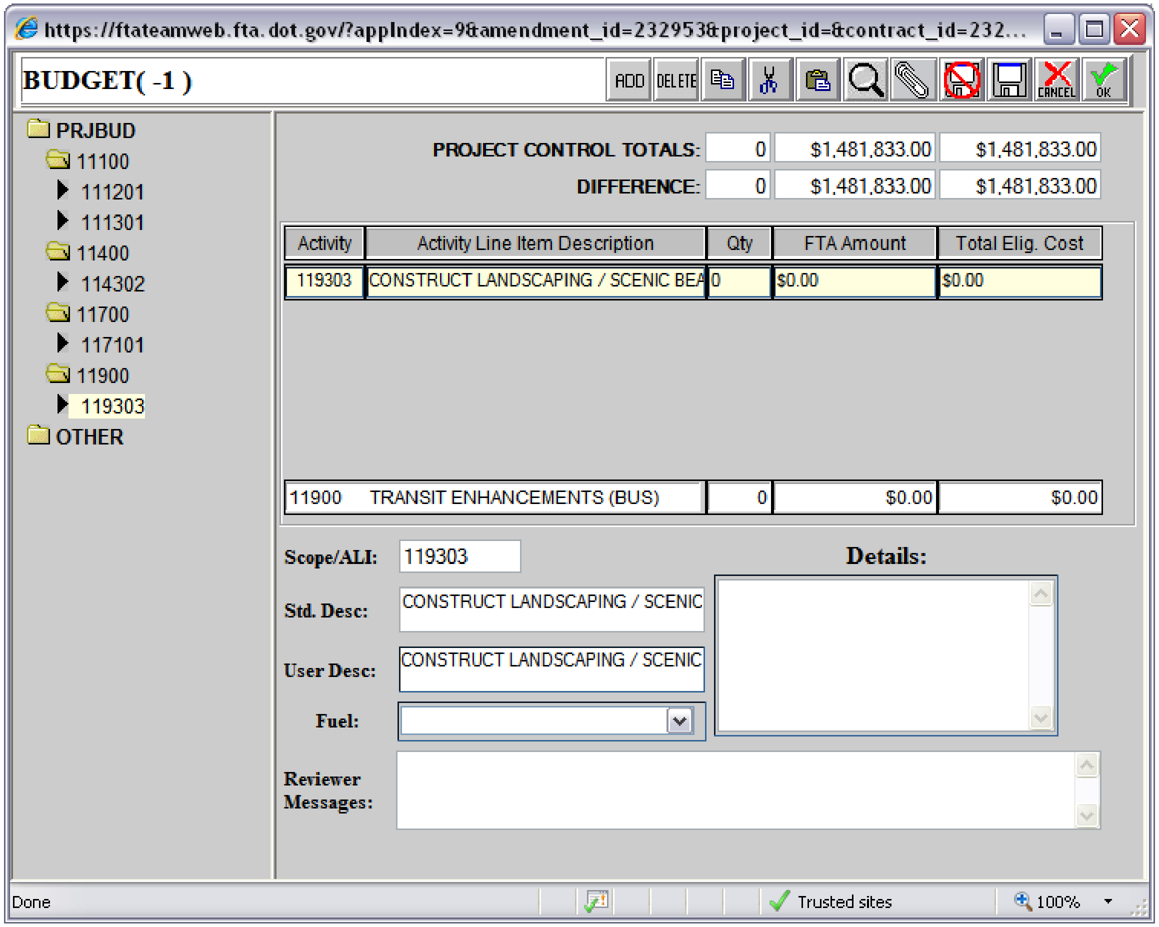


Figure 19

1. Highlight ALI item 111201 (under Scope 11100) on the left side folder list. (see Figure 20 below)
2. Click the **FTA Amount** field and enter $500,000.
3. Click the **Total Elig. Cost** field and enter $500,000.
4. Add the following amounts in the corresponding ALI lines:

Scope	ALI	FTA Amount	Total Elig. Cost
11100	111301	$771,833	$771,833
11400	114302	$100,000	$100,000
11700	117101	$60,000	$60,000
11900	119303	$50,000	$50,000

5. Enter in an ALI justification, if required, in the **Details** text area.
6. Click the **Save** (diskette) icon to save your work.
7. If a scope or ALI are entered under the **OTHER** folder the totals are not deducted from the **DIFFERENCE**.

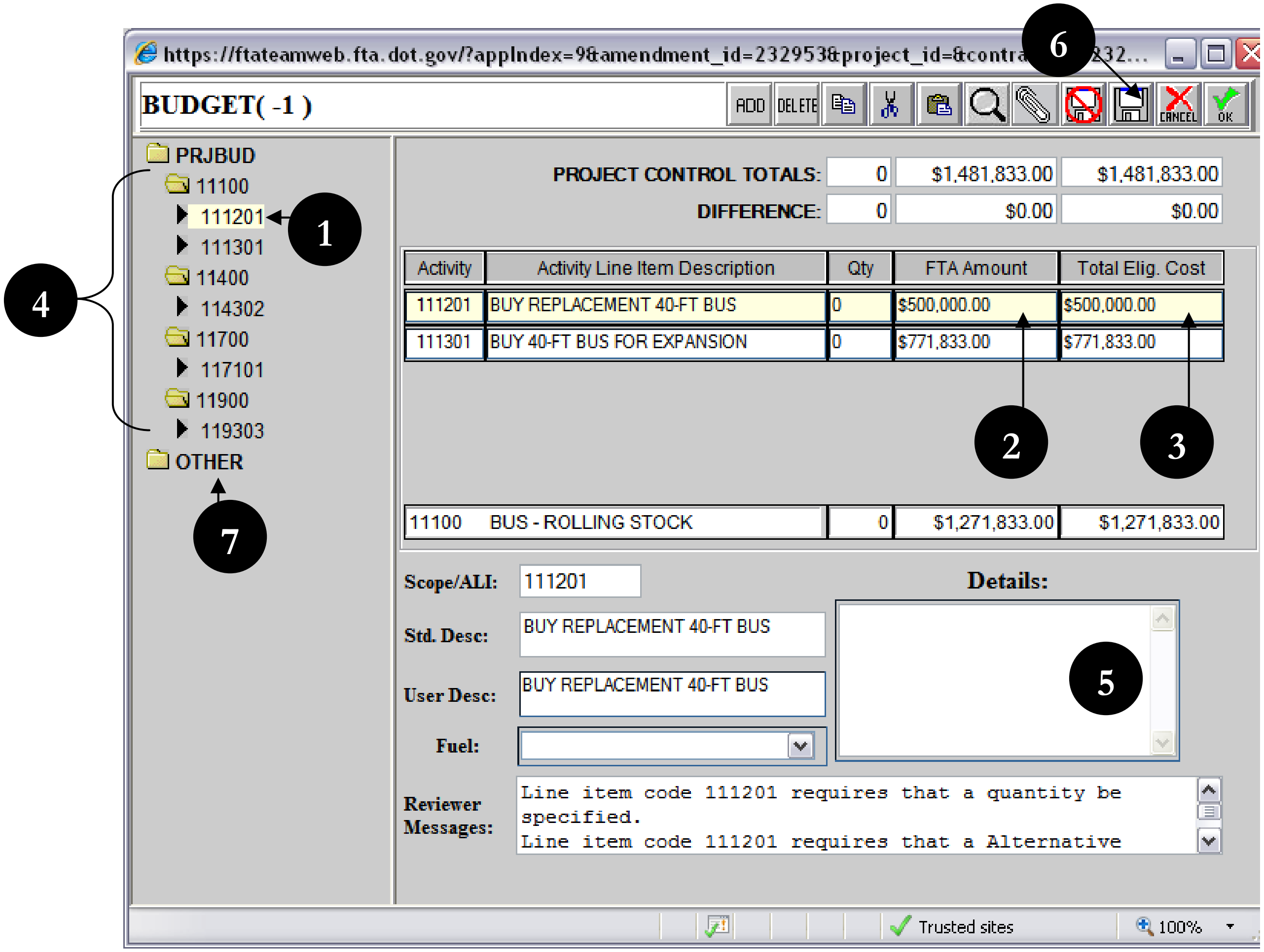


Figure 20

**Note: Each time an FTA or Total Elig. Cost Amount is added, the corresponding Difference amount will decrease (or increase). After all ALI amounts are entered, the Difference amount should be zero in all three fields. If not, TEAM-Web will issue an error message and prevent submission of the project.

8. As you review the budget (see Figure 21), notice on two ALIs – 111201 and 111301 – that the Reviewer Messages area has some entries. Not only is there a ‘balanced budget’ check in TEAM-Web, but there are Scope and ALI checks as well. For the two problem ALIs do the following:

9. For Scope 11100 / ALI 111201 enter a quantity of 5 in the **Qty** field and select an alternative fuel code (AFC) of Diesel Fuel from the **Fuel** dropdown.

10. For Scope 11100 / ALI 111301 enter a quantity of 10 in the **Qty** field and select Compressed Natural Gas as the AFC from the **Fuel** dropdown.

11. The Budget page will then display $0 for the Difference amounts and have no Reviewer Messages – a valid application budget that allows it to be submitted.

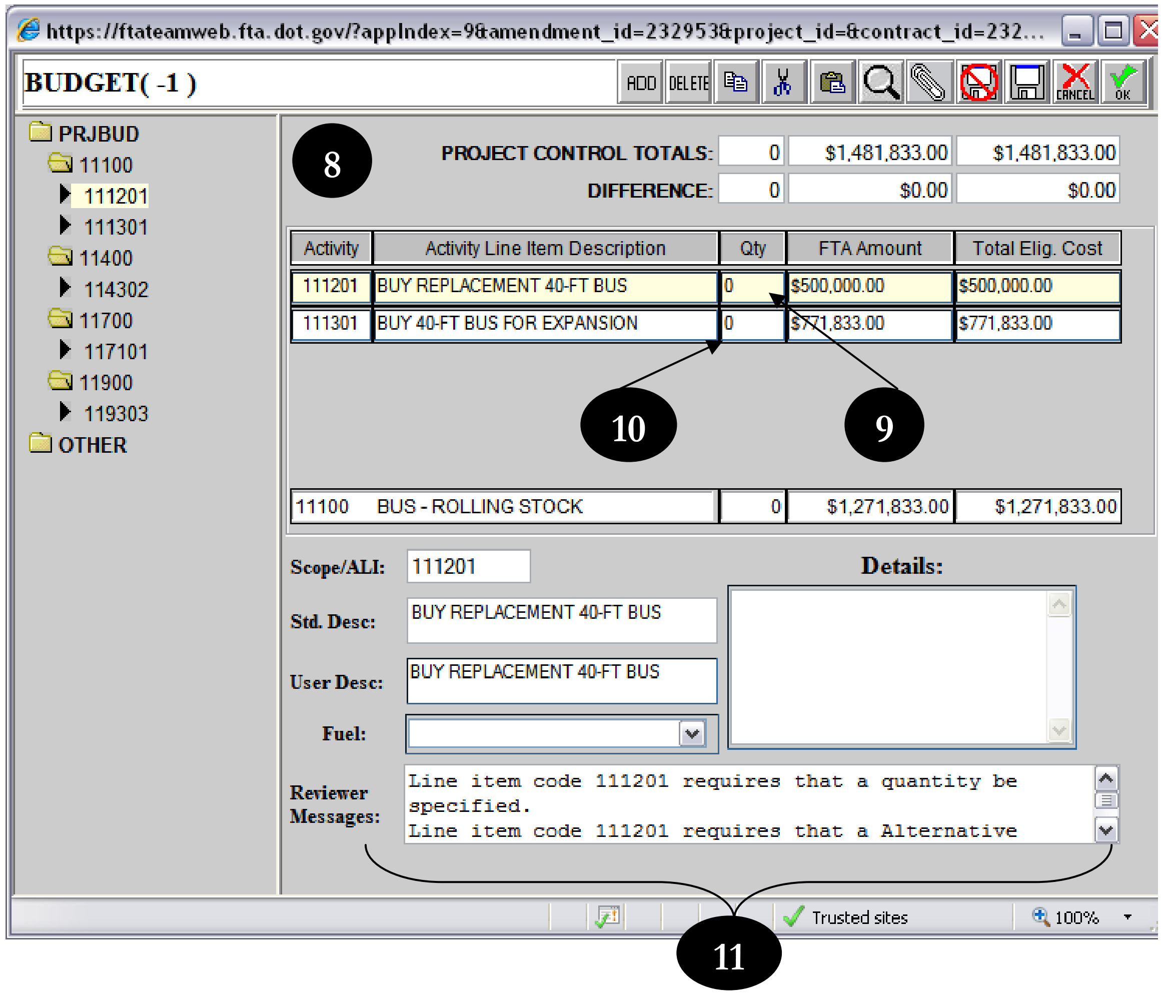


Figure 21

12. Click the **OK** icon to continue with the next project application component, Milestones (see Figure 22 for illustration of completed Budget screen).

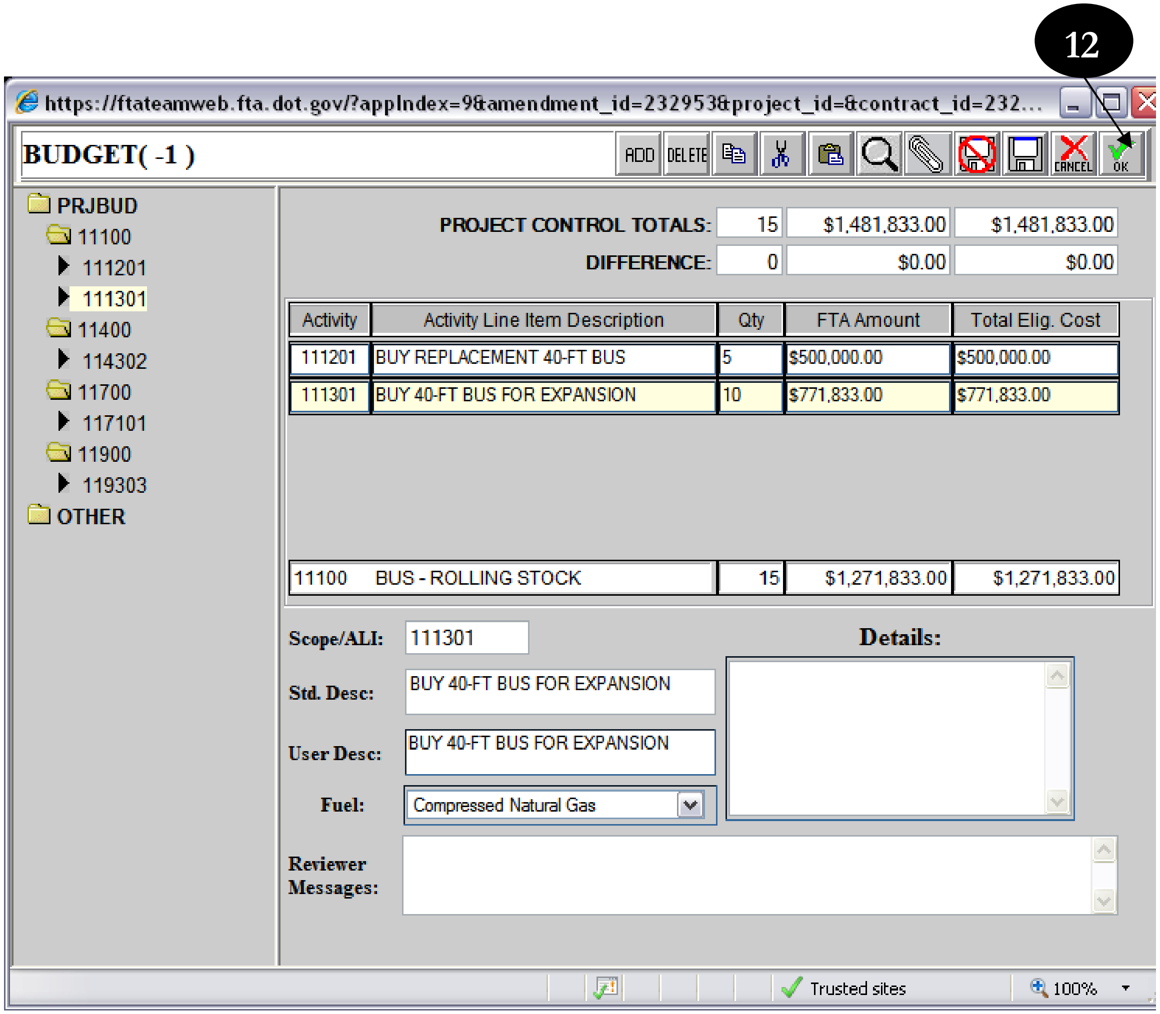


Figure 22

Note on manual budget entries: For manual Scope entries in the Budget screen, click **PRJBUD or an existing Scope, and then click the Add icon. The **Scope** field in the budget table opens with an entry box. Click in the box and manually enter your Scope. Click in another area, or <tab>, and the new Scope appears in the budget.

Manual ALI entries are similar. Click on a Scope that has no ALI, and then click the Add icon. A pop-up window appears, stating 'Click OK button to add Scope or Cancel button to add Activity Line Item'. Click **Cancel** and the budget table provides an entry box in the Activity field. Click in this box and type in the ALI. Click in another area or <tab> and the new ALI appears in the budget. For a Scope with existing ALI(s), click on an ALI and then the Add icon. The Activity entry box appears without a prompt. Add the new ALI.

There is also a Delete icon in this screen. After selecting a Scope or an ALI, click on this icon to delete a Scope (and all of its ALIs) or an individual ALI.

Milestones

1. From the main menu under Modify Application, click on Milestones (see Figure 23). Here you develop the initial Milestones schedule for tracking budget activities. TEAM-Web will pre-populate five standard Milestones for rolling stock ALIs and a Milestone or group of Milestones for other ALIs. You may add Milestones for other ALIs. You cannot delete standard Milestones. Before a project application can be submitted, every Milestone, pre-populated or added, must have an estimated completion date.
2. To complete Milestones, click in the **Estimated Comp. Date** field for each Milestone and provide a date. As a rule, Milestones are meant to be chronological – 1 happens before 2, 2 before 3, etc. Fill in all estimated completion dates.
3. You may also provide text in the **Milestone Detailed Description** text area.

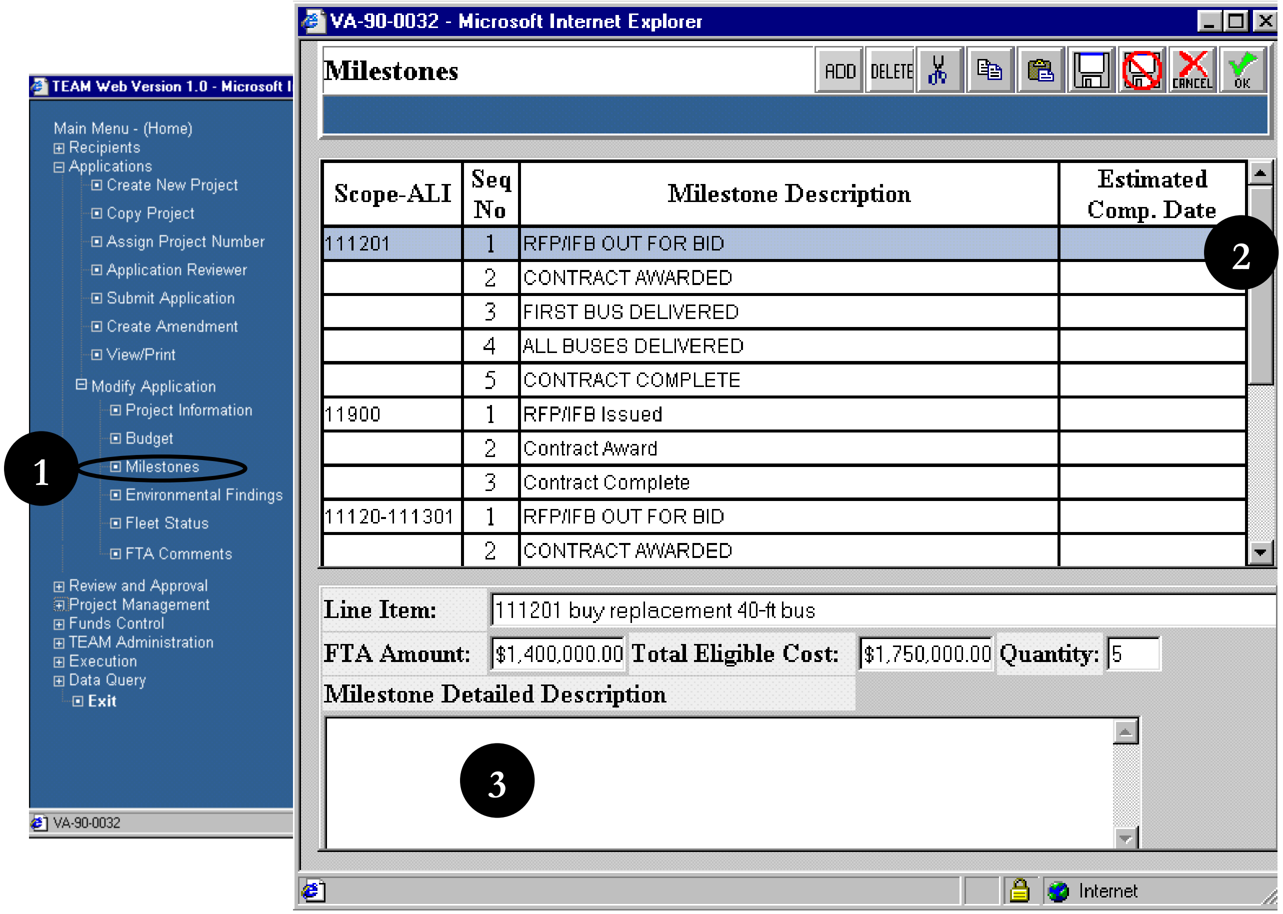


Figure 23

** Note: New Milestones are entered by clicking the **ADD** icon. You can then pick the activity for which you wish to add a Milestone – project budget, Scope, or ALI level – from the ALI Key (dropdown/expandable field). Once added, enter a Milestone Description and Estimated Completion Date. Click the **Add Milestone** button to complete the entry (see Figure 24).

4. Click the **OK** icon to save your changes and move onto the next application component, Environmental Findings.

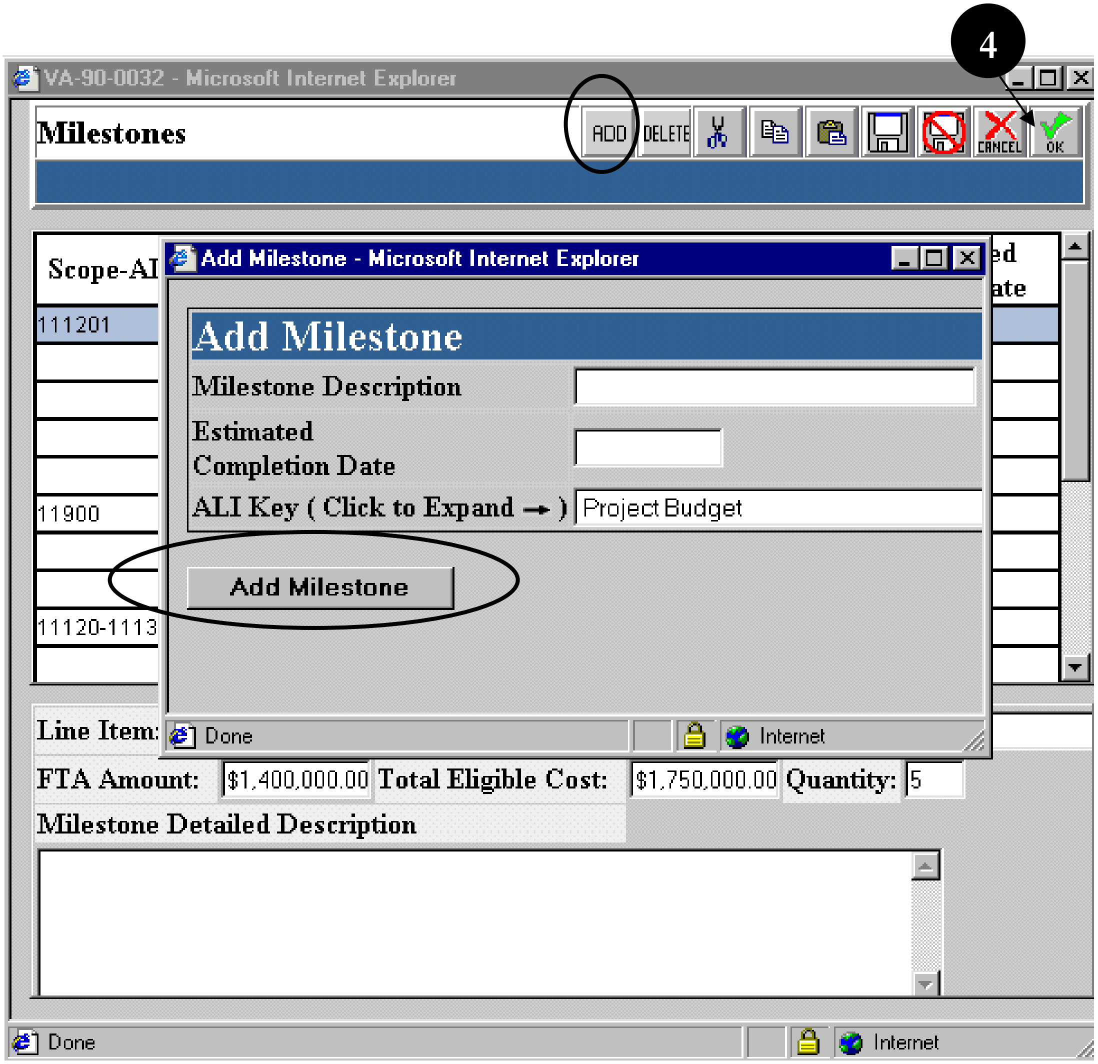

4
VA-90-0032 - Microsoft Internet Explorer
Milestones
ADD
DELETE
CANCEL
OK
Scope-ALI
111201
11900
11120-1113
Add Milestone - Microsoft Internet Explorer
Add Milestone
Milestone Description
Estimated Completion Date
ALI Key (Click to Expand →)
Project Budget
Add Milestone
Done
Internet
Line Item:
FTA Amount:
$1,400,000.00
Total Eligible Cost:
$1,750,000.00
Quantity:
5
Milestone Detailed Description
Done
Internet

Figure 24

Environmental Findings

From the Main Menu under Modify Application, click on Environmental Findings (see Figure 25). When this application was first initiated (using the Create New Project feature), you needed to pick at least one of the four Environmental Finding Classifications as a guide for the whole project. In this section, you now are required to provide findings at the activity level. A project application must have at least one finding in order to allow submission. Based on the activity in the budget, and in federal regulations and guidelines, you may need to add findings for certain activities. As with Milestones, Environmental Findings can be entered at the project budget, Scope, and ALI levels.

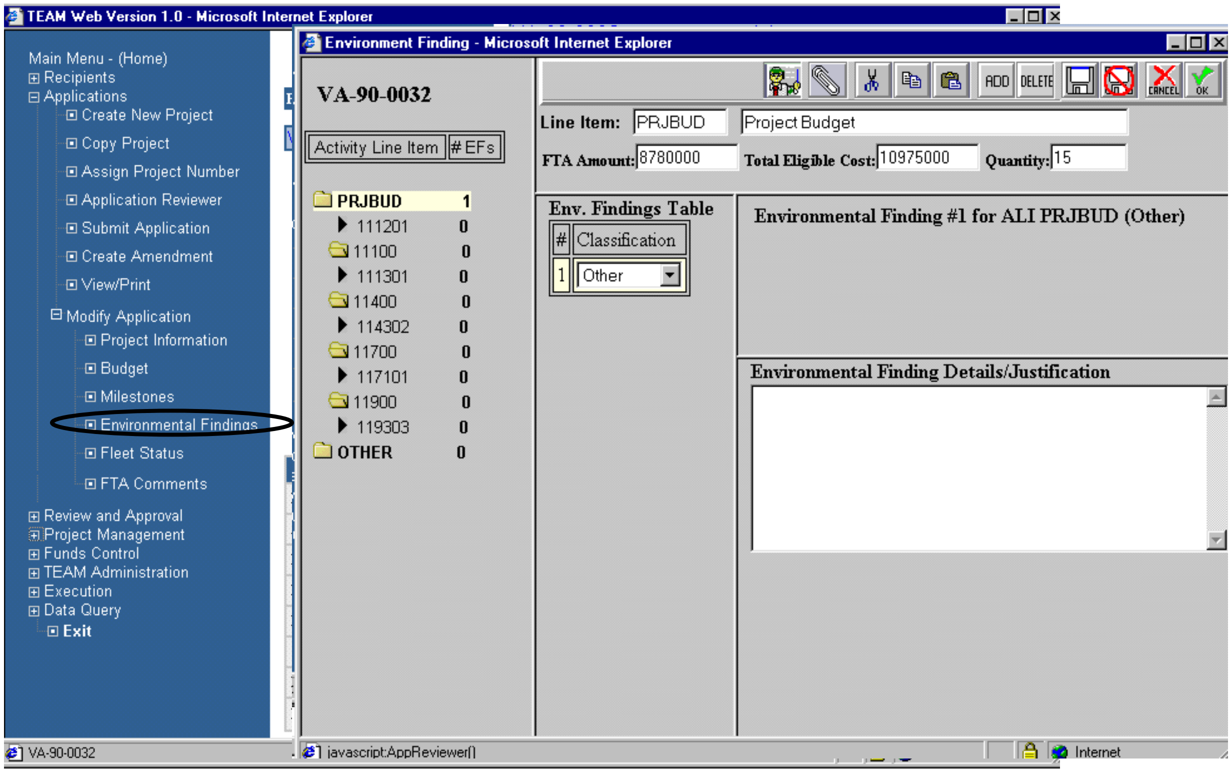


Figure 25

1. Select an ALI (111201 for example – see Figure 26) from the budget outline on the left.
2. Click the **ADD** icon, which displays an **Env. Findings Table** dropdown option.

3. From the dropdown list, choose Class I, Class II(c), Class II(d), Class III, or Other. Class I allows three EIS and ROD date entries; Class II(c) allows selections from twenty Categorical Exclusion Types; Class II(d) allows selections from twelve Categorical Exclusion Types; Class III allows three EA and FTA Action date entries; and Other permits entry of an Environmental Finding Details/Justification (as do the preceding four findings).
4. For ALI 111201, choose finding Class II(c), and then select type 17 from the Categorical Exclusions list.
5. If applicable, type in an Environmental Finding Details/Justification.
6. Repeat steps 2-5 as necessary.
7. Click the **OK** icon to save your changes and move onto the next application component, Fleet Status.

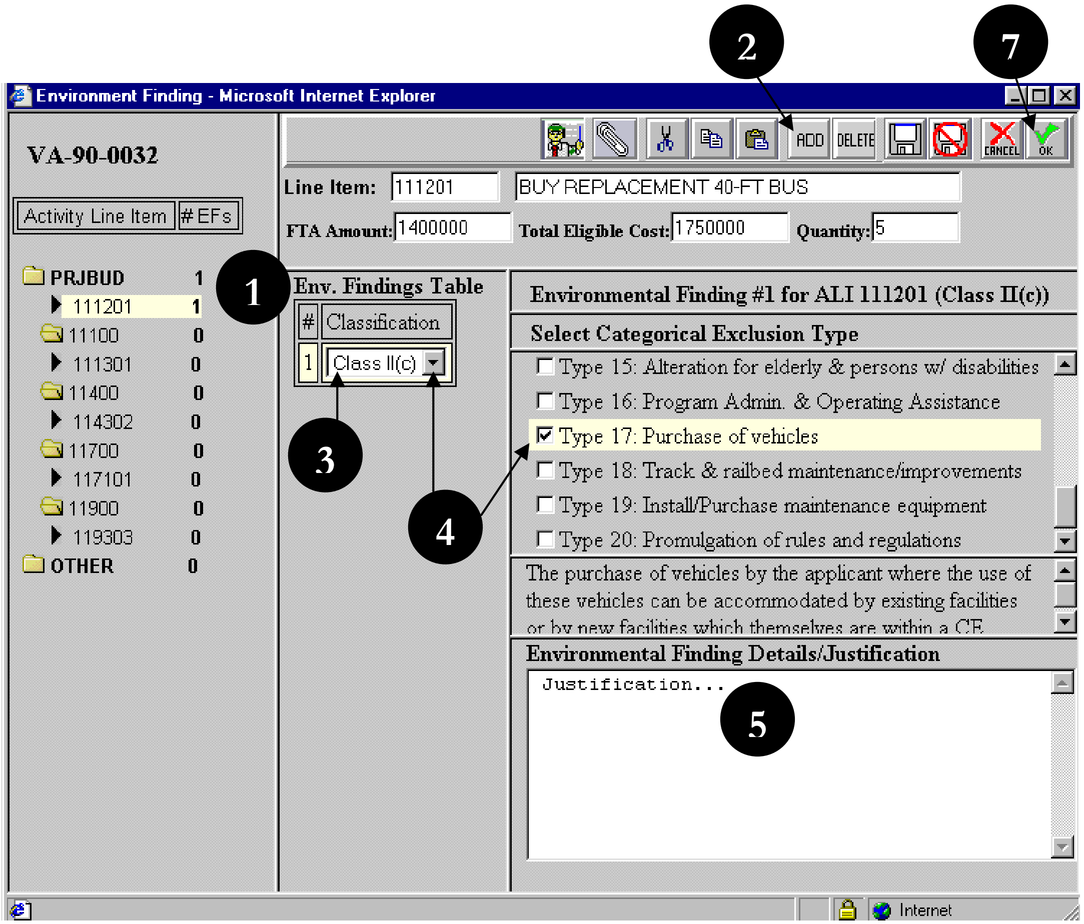


Figure 26

Fleet Status

From the Main Menu under Modify Application, select Fleet Status (see Figure 27). You only need to complete Fleet Status if your application for funding affects your fleet(s), such as when buying new, replacement, or spare buses, rail cars, or ferries. You can enter up to seven Fleet Status reports for an application, one for each possible fleet type – Fixed Route, Paratransit, Light Rail, Commuter

Rail, Heavy Rail, Waterborne, and Other. You provide **Before** and **Change** figures for all Active and/or Inactive Fleets that will be affected by this project. TEAM-Web then makes computations to complete the report(s).

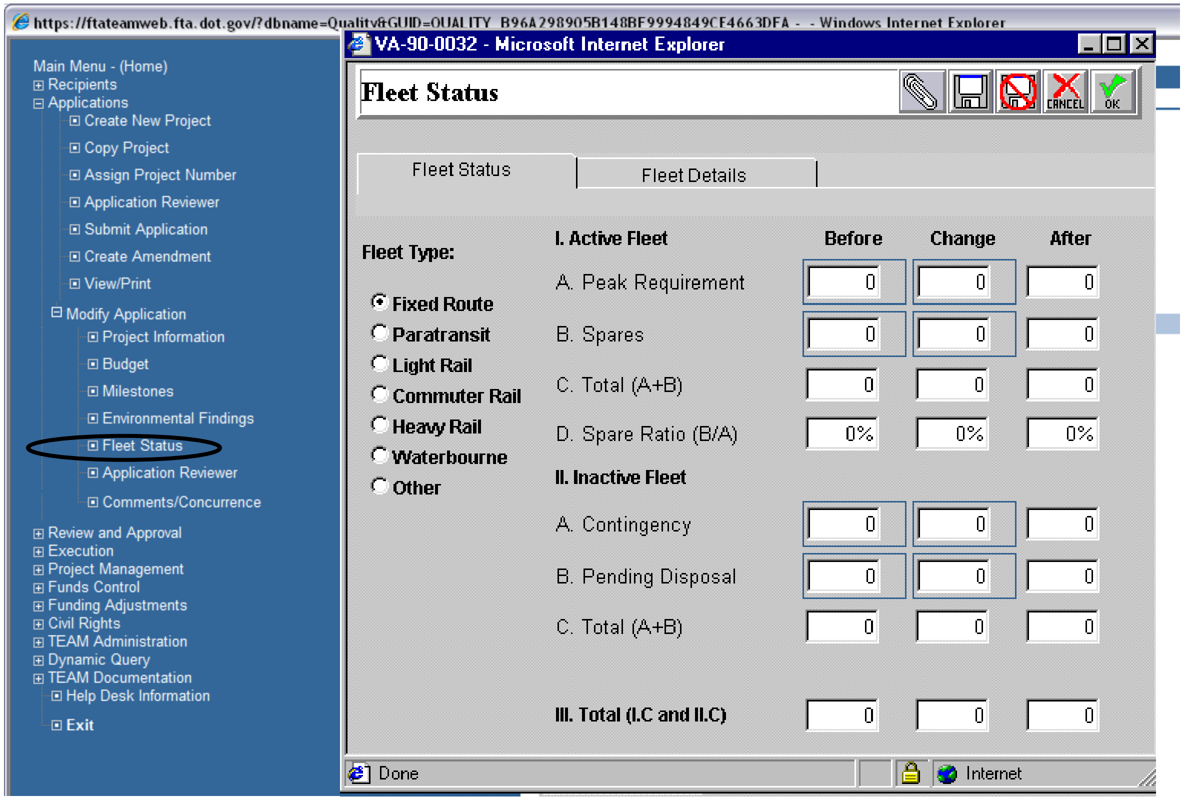


Figure 27

1. Choose a Fleet Type - Fixed Route for example (see Figure 28).
2. On line A, in the **Before** column, enter your value – 200 for example. In the **Change** column, enter your value – 15 for practice purposes. This respectively represents a current fleet of 200 buses and the 15 additional buses that will be purchased if the application for funding is approved.
3. On line B, in the **Before** column, enter 40.
4. Lines C and D are calculated based on the previous entries. Note that if line D, Spare Ratio, has a resulting computation that is greater than 20 percent, you should provide qualifying text in the Fleet Details tab.

5. Click the **OK** icon to save your changes and move onto the next application component, Comments/Concurrence.

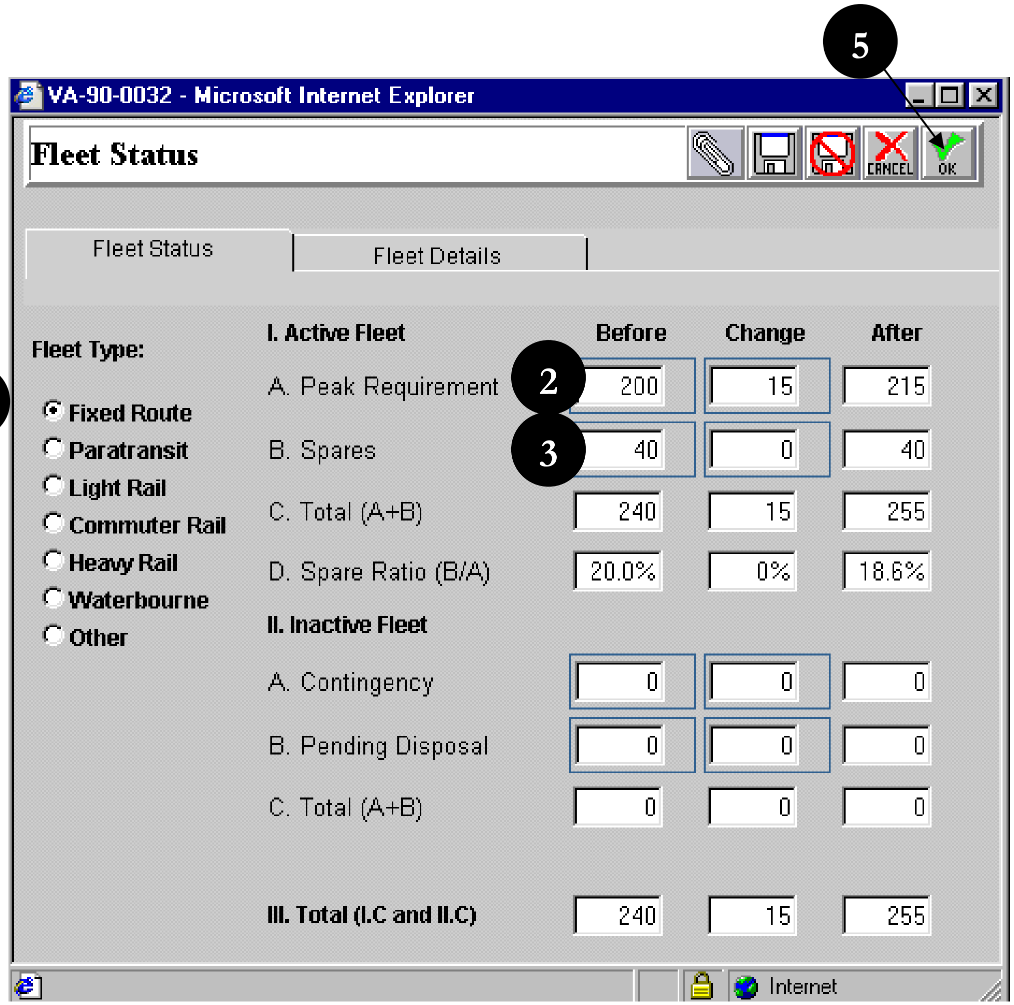


Figure 28

** Note: The entire Fleet Status page may not appear in your browser window. If it does not, use the scroll bar on the right side of your browser window, as you would on any standard Internet site.

Fleet Details Tab

6. Click on the Fleet Details tab and you will see a memo text field. The user has the option to supplement the Fleet Status data with additional information in this area (see Figure 29).

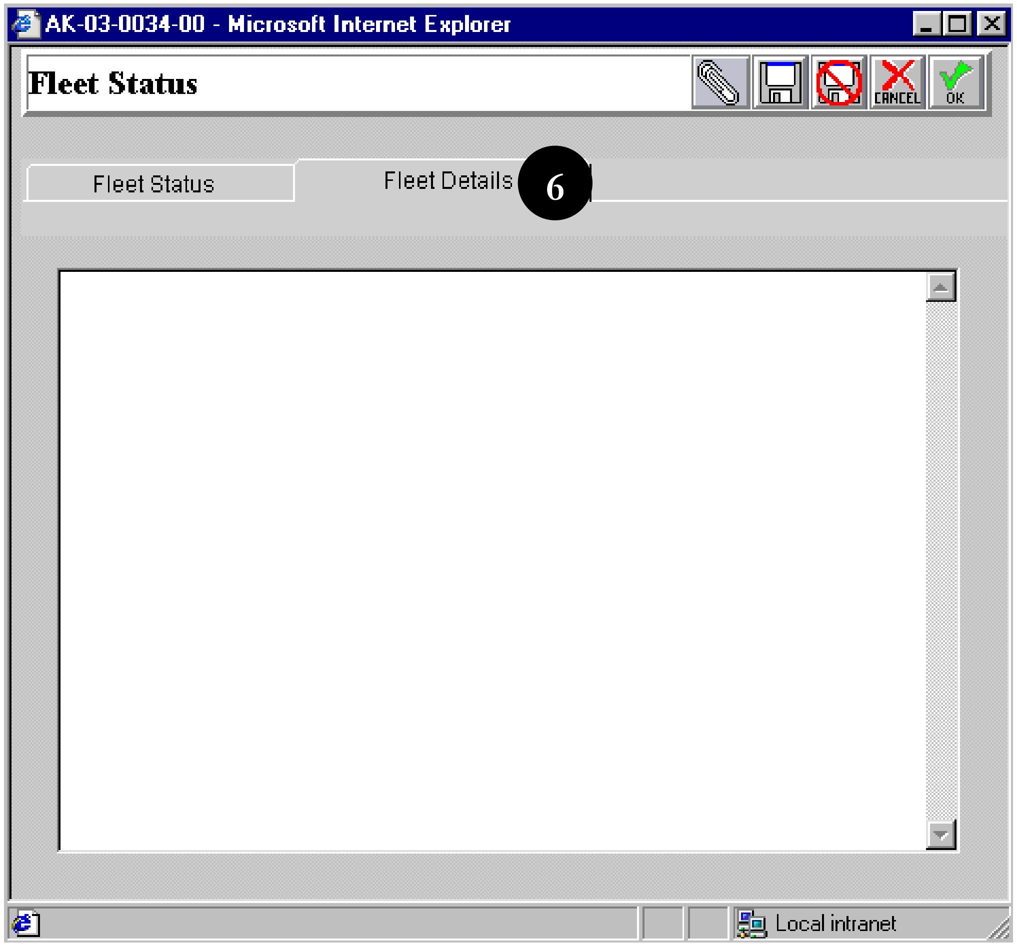
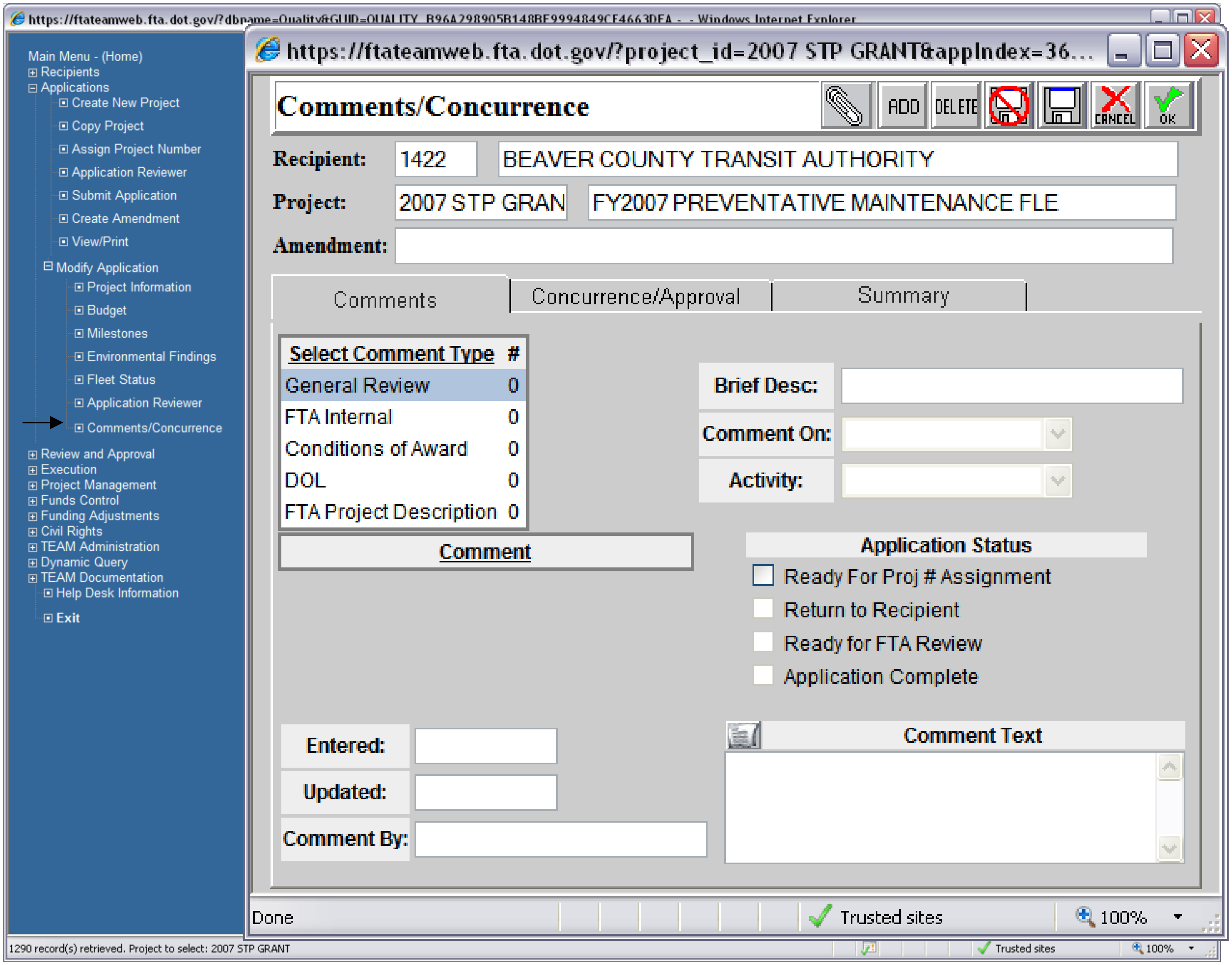


Figure 29

Comments/Concurrence

- From the Main Menu under Modify Application, select Comments/Concurrence (see Figure 30).
- At this point, five of the six sections under the Modify Application portion of TEAM are complete. The last option in this section is ‘Comments/Concurrence’. As a Recipient user in building an application for submission to FTA, upon completion of the application (or even before that time) you can mark your application ‘Ready for Proj # Assignment’ in the Application Status section of the screen. An FTA-assigned project number is a requirement for submission.
- Another use a Recipient user will have for the Comments/Concurrence screen is that, at any time during work-up of the application, FTA staff may provide comments on the application. Here the comments may be reviewed, and any suggested additions or modifications may be made to the appropriate application section(s).



https://ftateamweb.fta.dot.gov/?project_id=2007 STP GRANT&appIndex=36...
Main Menu - (Home)
Recipients
Applications
Create New Project
Copy Project
Assign Project Number
Application Reviewer
Submit Application
Create Amendment
View/Print
Modify Application
Project Information
Budget
Milestones
Environmental Findings
Fleet Status
Application Reviewer
Comments/Concurrence
Review and Approval
Execution
Project Management
Funds Control
Funding Adjustments
Civil Rights
TEAM Administration
Dynamic Query
TEAM Documentation
Help Desk Information
Exit
Comments/Concurrence
ADD
DELETE
CANCEL
OK
Recipient:
1422
BEAVER COUNTY TRANSIT AUTHORITY
Project:
2007 STP GRAN
FY2007 PREVENTATIVE MAINTENANCE FLE
Amendment:
Comments
Concurrence/Approval
Summary
Select Comment Type #
General Review 0
FTA Internal 0
Conditions of Award 0
DOL 0
FTA Project Description 0
Comment
Brief Desc:
Comment On:
Activity:
Application Status
Ready For Proj # Assignment
Return to Recipient
Ready for FTA Review
Application Complete
Entered:
Updated:
Comment By:
Comment Text
Done
Trusted sites
100%
1290 record(s) retrieved. Project to select: 2007 STP GRANT

Figure 30

1. Mark the **Application Status** ‘Ready for Project # Assignment.’ (See Figure 31)
2. Click the **OK** icon to save and exit the screen.
3. TEAM-Web returns to the Project Query Results screen and you will notice that the Status is now ‘Pending Submission/Project No. Requested’ in the Project Details section. Note that in the future this may have an e-mail notification option.

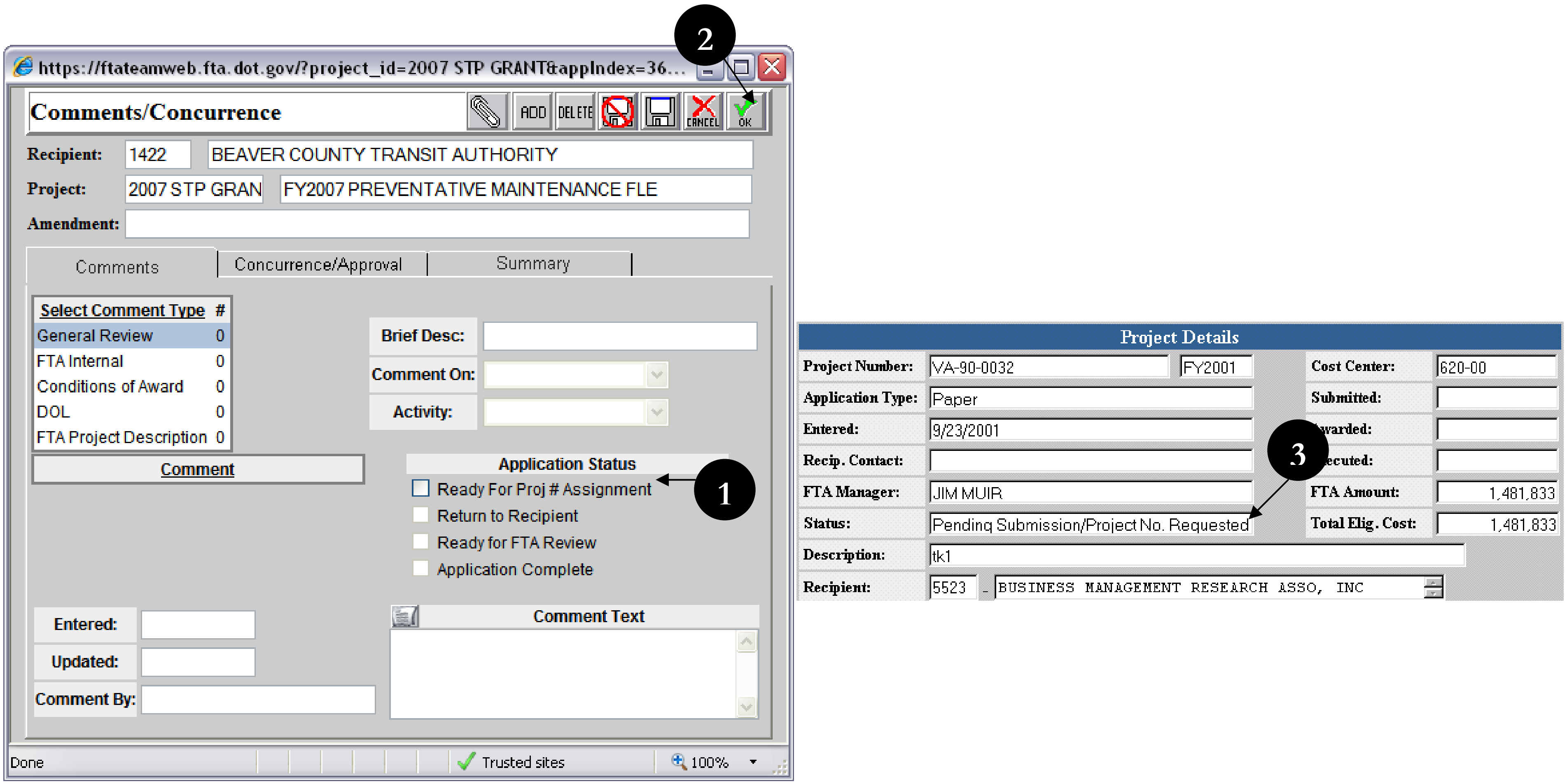


Figure 31

Index

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TEAM-Web User Guide

Chapter 5
Application Tools

By:
QSSI

Version: 2.02
Date: 02/29/2008

Chapter 5 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	05/11/2007	Reference updates	Travis Klein
2.02	02/29/2008	Minor reference and working modifications	Travis Klein, Patty String

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

Chapter 5 Table of Contents

Application Tools

Overview

This chapter will detail the following system parameters and features: Application Submission Requirements, Assign Project Number, Application Reviewer, View/Print, Final Review/ Changes to the Application, Submit Application, and Create Amendment.

Application Submission Requirements

Within the TEAM-Web system, the term "submit an application" means that the Applicant's authorized official has presented the application to FTA through the TEAM-Web system.

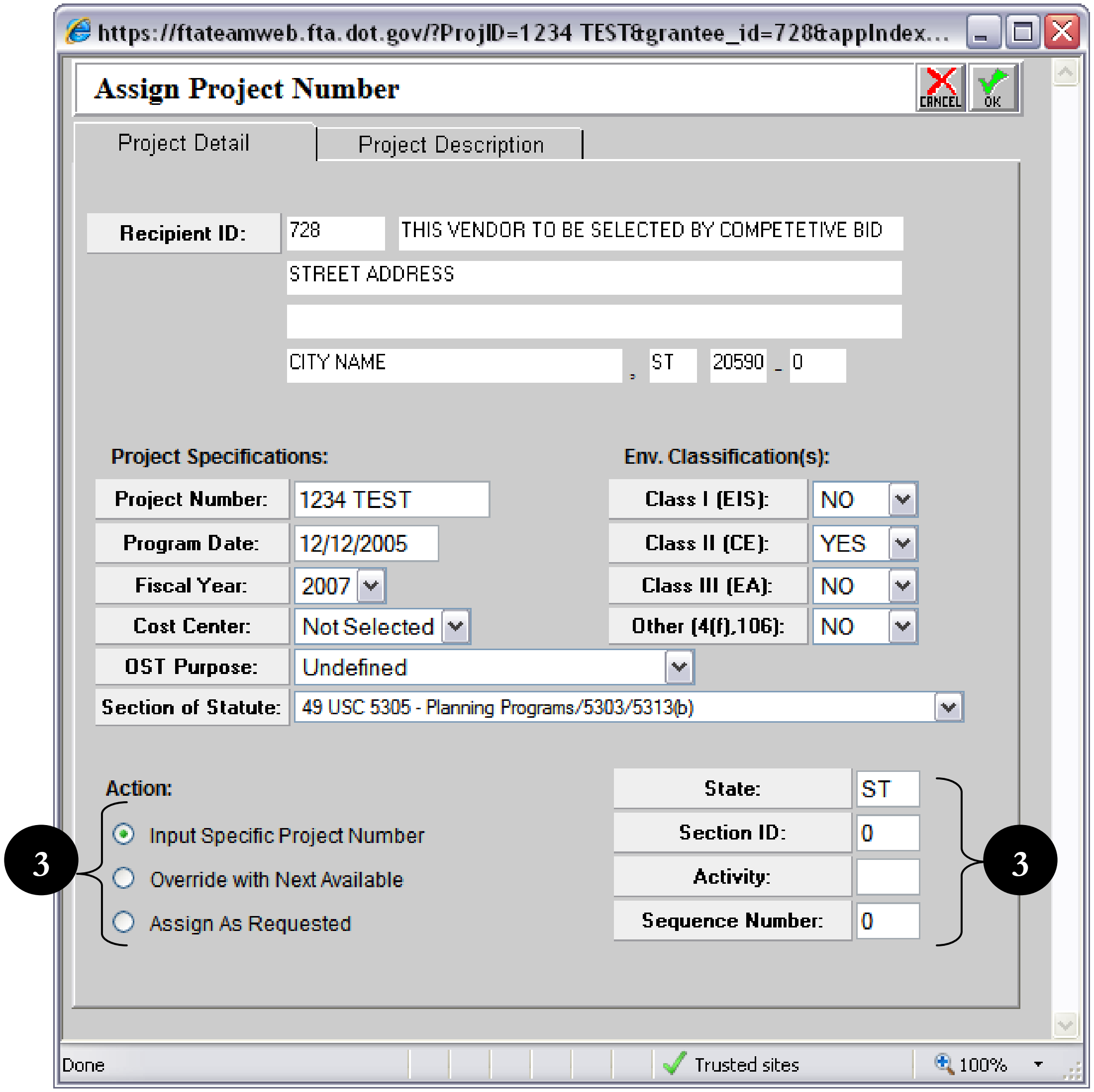
An application is ready for submission when it:
(1) Has been assigned a Project Number by FTA,
(2) Accurately reflects your funding request, and
(3) Satisfies the TEAM-Web Application Reviewer requirements.

Assign Project Number

The Assign Project Number feature is an FTA-user-only feature. FTA assigns an official project number after receiving notification from a Recipient of a request for one, or having noticed the request in the database. Once assigned, the Status of the project changes to "Pending Submission/Project No. Assigned" in the Project Details. The application may now be submitted by the Recipient (assuming all Application Reviewer checks are met).

The **Assign Project Number** window has several entry fields that may be updated. (The Recipient ID, Name, and Address fields may not be updated in this window, however.) See Figure 1 below.

1. Check the **Project Number**, **Section of Statute**, **Program Date,** and **Fiscal Year** entry fields. Also, Check the **Env. Classification**(s) displayed. Type in or select from the dropdown any changes for the appropriate fields.
2. For the **Cost Center**, the TEAM System defaults to "Not Selected." For the **OST Purpose**, the TEAM System defaults to **"Undefined."** Select the appropriate **Cost Center** and **OST Purpose** from their respective dropdown menus.


https://ftateamweb.fta.dot.gov/?ProjID=1234 TEST&grantee_id=728&appIndex...
Assign Project Number
CANCEL
OK
Project Detail
Project Description
Recipient ID:
728
THIS VENDOR TO BE SELECTED BY COMPETETIVE BID
STREET ADDRESS
CITY NAME
ST
20590
0
Project Specifications:
Project Number:
1234 TEST
Program Date:
12/12/2005
Fiscal Year:
2007
Cost Center:
Not Selected
OST Purpose:
Undefined
Section of Statute:
49 USC 5305 - Planning Programs/5303/5313(b)
Env. Classification(s):
Class I (EIS):
NO
Class II (CE):
YES
Class III (EA):
NO
Other (4(f),106):
NO
Action:
Input Specific Project Number
Override with Next Available
Assign As Requested
State:
ST
Section ID:
0
Activity:
Sequence Number:
0
3
3
Done
Trusted sites
100%
Figure 1

3. There are three choices for assigning **Project Numbers** (see Figure 1 above). Click in the radio buttons to select the **Action** you request and type in the requisite numbers and letters. The **Section ID** field indicates the account in which FTA maintains funding for the Project. The **Activity** field indicates the type of project. **Note**: In all cases, the assigned Project Number must be unique within the TEAM database. The options are as follows:

   a. Input Specific Project Number - this assigns the number you enter in the Project Number entry fields (State, Section ID, Activity and Sequence Number). *Only certain Section ID's are acceptable for the Section of Statute selected – the system will prevent an improper entry and notify the user of the acceptable alternatives.*

   b. Override with Next Available - Finds the next available Sequence Number for the project, then assigns the project number using your entries for the State, Section ID, and Activity entry fields.

   c. Assign as Requested - Assigns the number displayed in the Project No. entry field. TEAM verifies that the project number contains a State, Accounting Section (Section ID), Activity Code and Sequence Number in the required fields.

Once FTA has assigned the official project number and clicks on the Green OK checkmark, this official number will override the generic/ temporary project number that was assigned in the beginning of the application. All future queries must use the official project number, since the generic project name created by the recipient no longer exists in the database.

After the official Project Number is assigned, the status of the grant will become: 'Pending Submission, Project Number Assigned' (see Figure 2). The Recipient will now be able to submit the grant to FTA.

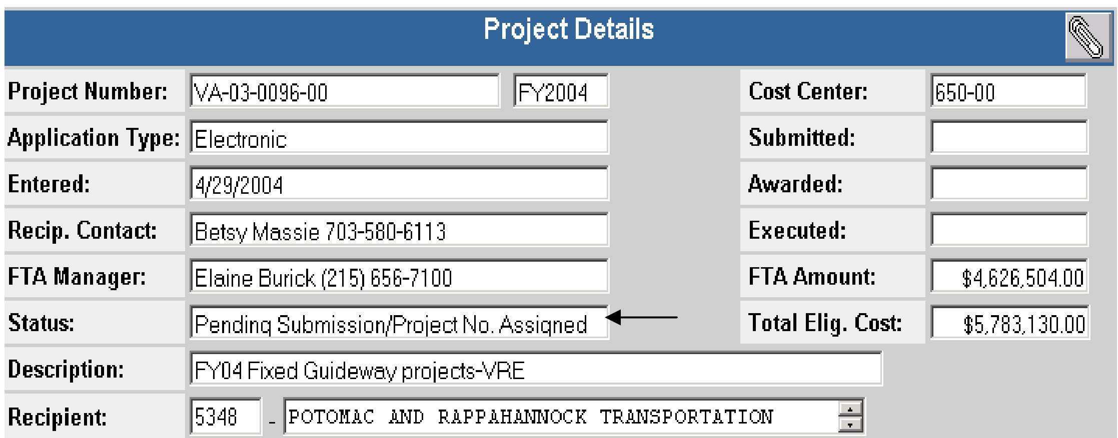


Figure 2

Application Reviewer

1. From the main menu click on **Applications** and query for a project (see Figure 3).
2. Once you have your project highlighted, click on **Application Reviewer**.
3. A new window will open up notifying the user of whether or not there are any errors with the application. If no errors were found, the user will get the message “Reviewer did not find any errors.” in the **Reviewer Findings** screen.
4. If the user tries to utilize the **Application Reviewer** tool for an Executed project, they will get a message shown in Figure 4.

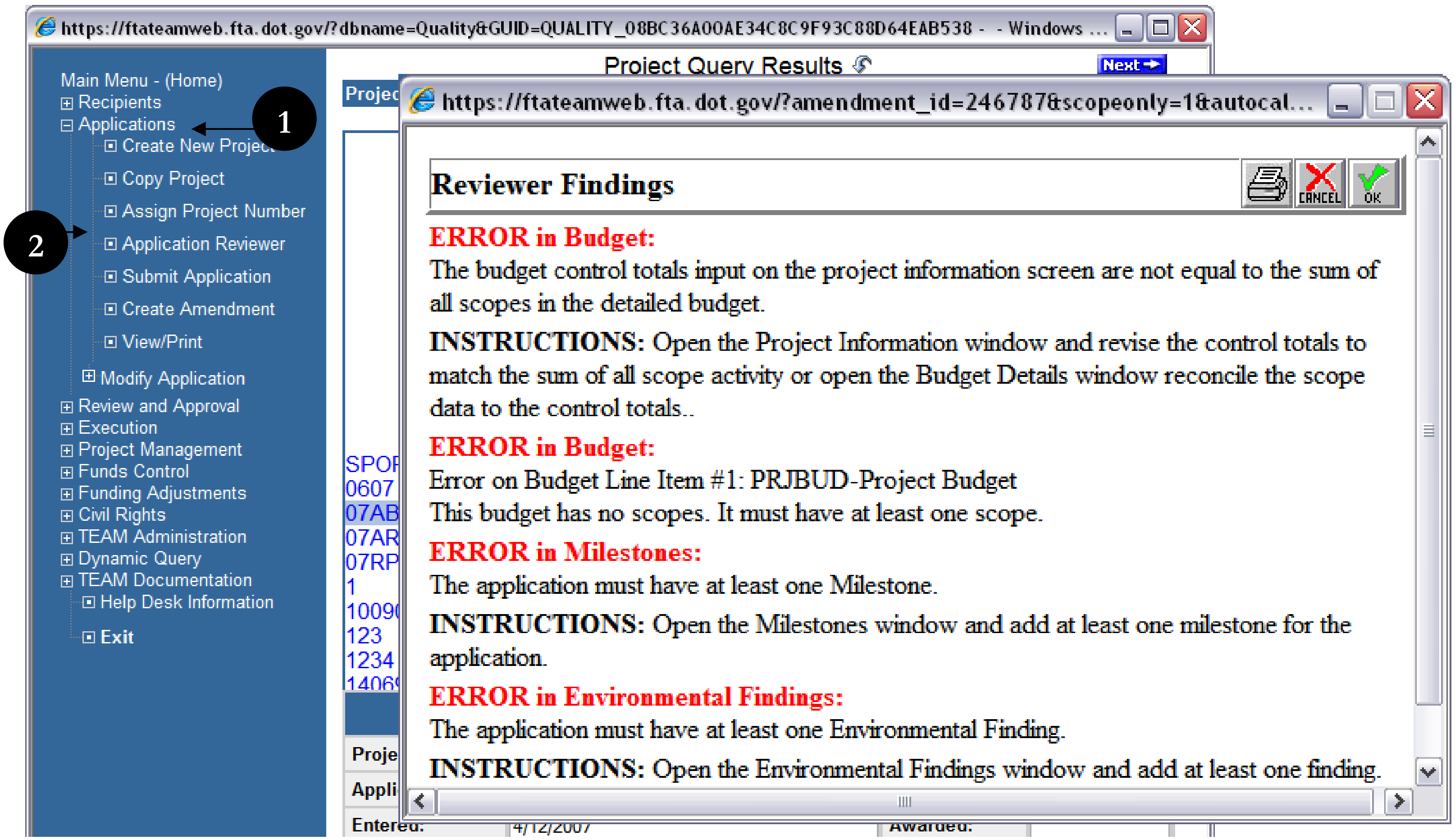


Figure 3

Figure 4

View/Print

1. From the main menu click on **Applications** and query for a project (see Figure 5).
2. Once you have your project highlighted, click on **View/Print**.
3. A new window opens allowing the user to select, which features he or she would like to view.
4. You may select the features individually, or utilize the select all/select none buttons.
5. Click on **Cancel** if you would like to exit, or click on **OK** if you would like to proceed with your selections.

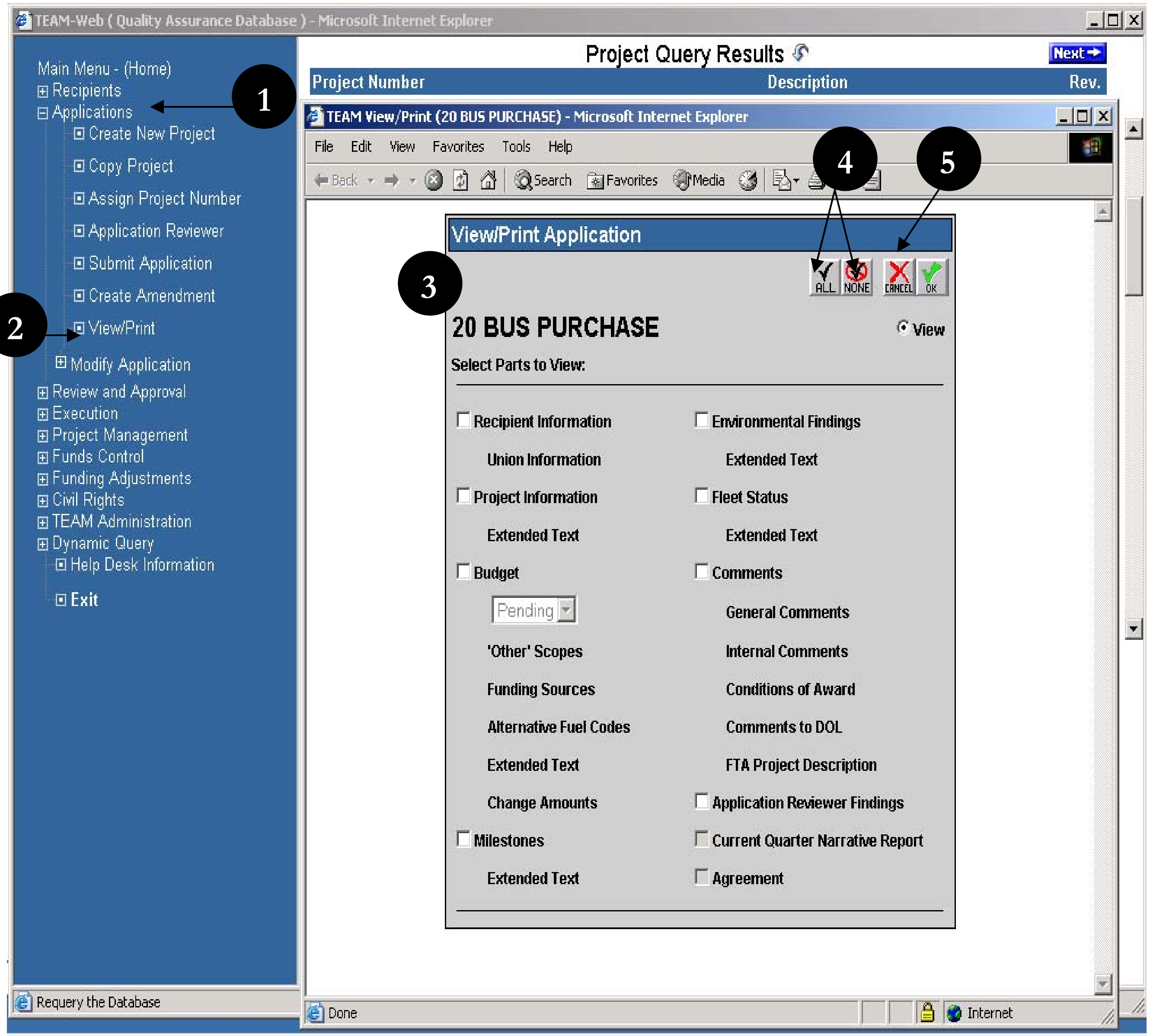
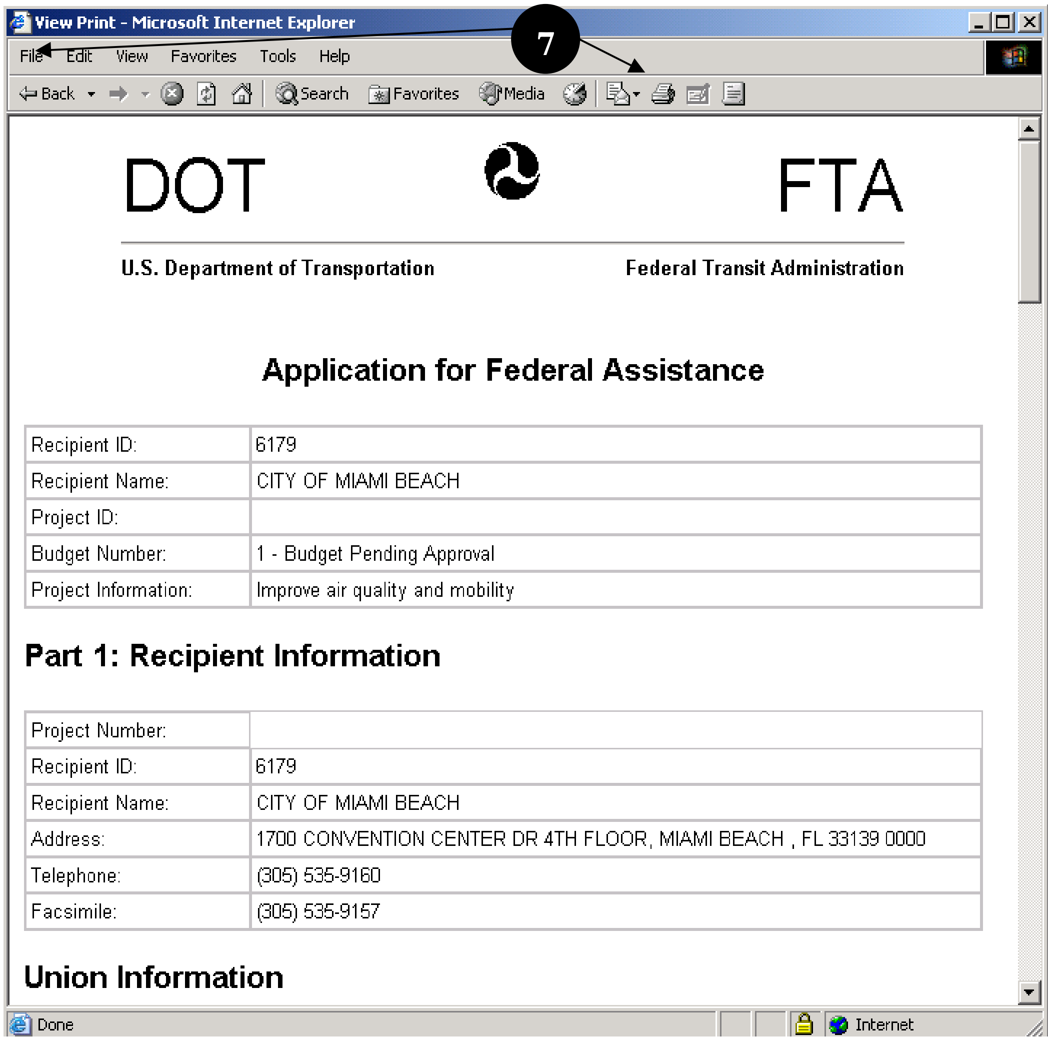

TEAM-Web (Quality Assurance Database) - Microsoft Internet Explorer
Main Menu - (Home)
Recipients
Applications
Create New Project
Copy Project
Assign Project Number
Application Reviewer
Submit Application
Create Amendment
View/Print
Modify Application
Review and Approval
Execution
Project Management
Funds Control
Funding Adjustments
Civil Rights
TEAM Administration
Dynamic Query
Help Desk Information
Exit
Requery the Database
Project Query Results
Next
Project Number
Description
Rev.
TEAM View/Print (20 BUS PURCHASE) - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
View/Print Application
ALL NONE CANCEL OK
20 BUS PURCHASE
View
Select Parts to View:
Recipient Information
Union Information
Project Information
Extended Text
Budget
Pending
'Other' Scopes
Funding Sources
Alternative Fuel Codes
Extended Text
Change Amounts
Milestones
Extended Text
Environmental Findings
Extended Text
Fleet Status
Extended Text
Comments
General Comments
Internal Comments
Conditions of Award
Comments to DOL
FTA Project Description
Application Reviewer Findings
Current Quarter Narrative Report
Agreement
Done
Internet
1
2
3
4
5

Figure 5

6. After clicking **OK**, a new window will replace the existing **View/Print** screen with the html document shown in Figure 6.

7. The user can now easily view the information on screen or in a hardcopy format by simply selecting print from the toolbar or from the File drop down menu.



DOT FTA

U.S. Department of Transportation Federal Transit Administration

Application for Federal Assistance

Recipient ID:	6179
Recipient Name:	CITY OF MIAMI BEACH
Project ID:	
Budget Number:	1 - Budget Pending Approval
Project Information:	Improve air quality and mobility

Part 1: Recipient Information

Project Number:	
Recipient ID:	6179
Recipient Name:	CITY OF MIAMI BEACH
Address:	1700 CONVENTION CENTER DR 4TH FLOOR, MIAMI BEACH , FL 33139 0000
Telephone:	(305) 535-9160
Facsimile:	(305) 535-9157

Union Information

Figure 6

Final Application Review – Changes to Your Application

CAUTION: After the TEAM-Web system submits your application to FTA; you may not modify it until FTA releases it back to you. Consequently, even if your application complies with the Application Reviewer requirements when you develop it, you should review it again and make any necessary modifications before submitting it to FTA.

1. To modify your application, see the Modify Application information that appears in the previous chapter (4). Also, check the various indices of this User's Guide as well as each Table of Contents for more applicable modification procedures.
2. If you modify your application, be sure that it complies with the Application Reviewer requirements before submitting it to FTA. Information about the Application Reviewer is contained in this chapter (5) of the User's Guide.

Submit Application

The following procedures apply to an electronic project. If you click on Submit Application for a paper project you will get a system message notifying you that you need to go to the Review/DOL dates tool (previously the Review/Concur dates tool). The date for paper projects can be manually entered in this screen in the "Application Submitted" date field – see Figure 7. The tool is located under the Review and Approval section of the Navigational menu and is covered more fully in Chapter 6 of the User Manual.

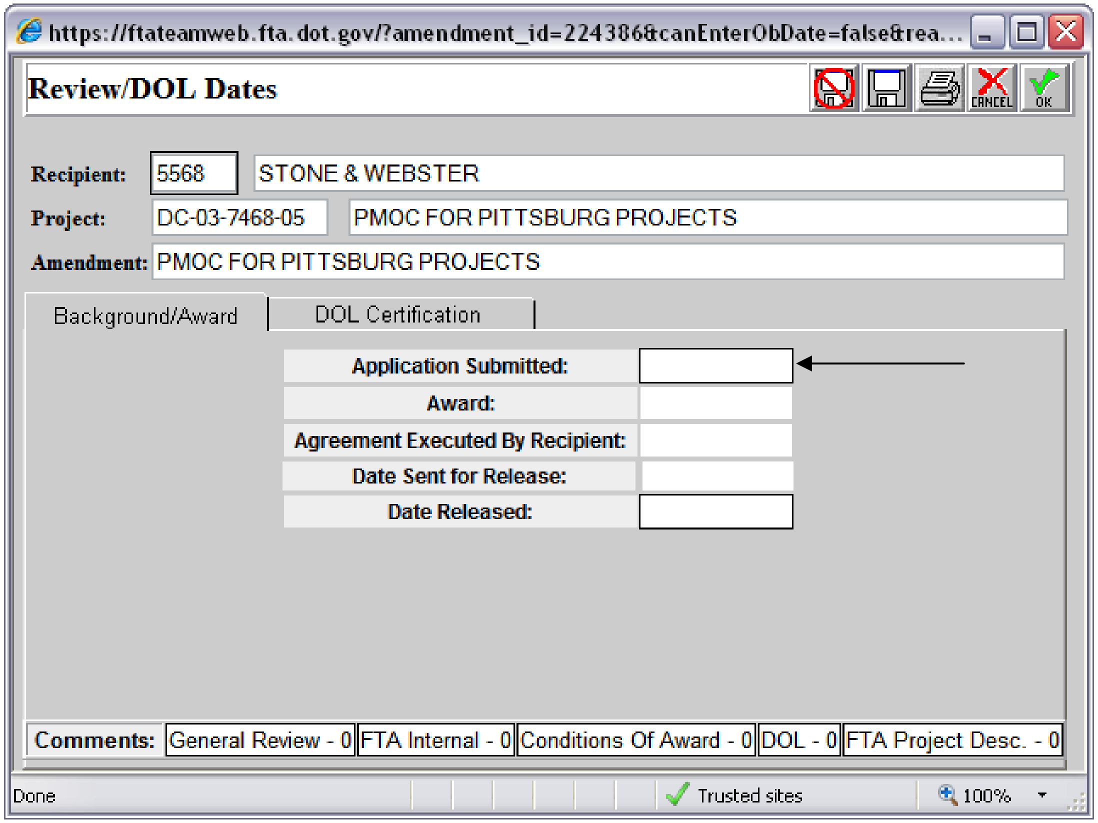
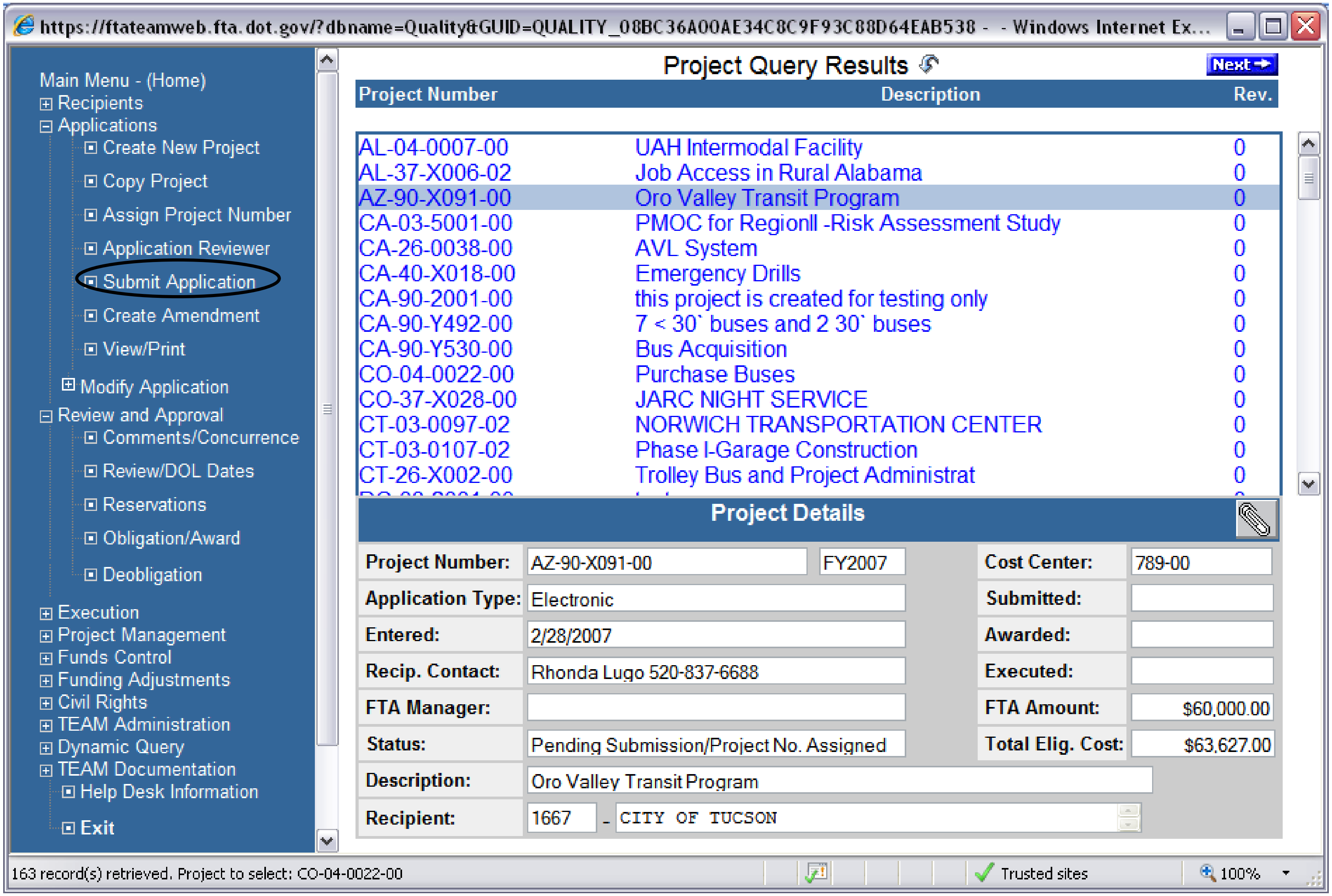


Figure 7

For an electronic project, under "Applications" in the Main Menu, query for a project that has not yet been submitted, but has a project number assigned. Then click on the words 'Submit Application' (see Figure 8).


https://ftateamweb.fta.dot.gov/?dbname=Quality&GUID=QUALITY_08BC36A00AE34C8C9F93C88D64EAB538 - - Windows Internet Ex...
Main Menu - (Home)
Recipients
Applications
Create New Project
Copy Project
Assign Project Number
Application Reviewer
Submit Application
Create Amendment
View/Print
Modify Application
Review and Approval
Comments/Concurrence
Review/DOL Dates
Reservations
Obligation/Award
Deobligation
Execution
Project Management
Funds Control
Funding Adjustments
Civil Rights
TEAM Administration
Dynamic Query
TEAM Documentation
Help Desk Information
Exit
Project Query Results
Next
Project Number Description Rev.
AL-04-0007-00 UAH Intermodal Facility 0
AL-37-X006-02 Job Access in Rural Alabama 0
AZ-90-X091-00 Oro Valley Transit Program 0
CA-03-5001-00 PMOC for RegionII -Risk Assessment Study 0
CA-26-0038-00 AVL System 0
CA-40-X018-00 Emergency Drills 0
CA-90-2001-00 this project is created for testing only 0
CA-90-Y492-00 7 < 30` buses and 2 30` buses 0
CA-90-Y530-00 Bus Acquisition 0
CO-04-0022-00 Purchase Buses 0
CO-37-X028-00 JARC NIGHT SERVICE 0
CT-03-0097-02 NORWICH TRANSPORTATION CENTER 0
CT-03-0107-02 Phase I-Garage Construction 0
CT-26-X002-00 Trolley Bus and Project Administrat 0
Project Details
Project Number: AZ-90-X091-00 FY2007
Cost Center: 789-00
Application Type: Electronic
Submitted:
Entered: 2/28/2007
Awarded:
Recip. Contact: Rhonda Lugo 520-837-6688
Executed:
FTA Manager:
FTA Amount: $60,000.00
Status: Pending Submission/Project No. Assigned
Total Elig. Cost: $63,627.00
Description: Oro Valley Transit Program
Recipient: 1667 - CITY OF TUCSON
163 record(s) retrieved. Project to select: CO-04-0022-00
Trusted sites
100%
Figure 8

1. The **Submit Application** screen gives basic header information for the project and below that a scrollable field that captures all of the application's details (see Figure 9). At the bottom of the screen appears the **Official's Name** and **Title** with a **PIN** entry box where the official types in his/her **PIN** and clicks the **Submit** button. A user must have an active **PIN** with submission rights to the application record in order to submit the project for FTA review. Once the Submit button is clicked a new screen appears notifying the user of successful submission.
2. Click **Close** and TEAM-Web returns to the Project Query Results page. The 'Status' of the project in the Project Details now shows 'Pending Application/Ready for FTA Review.' The application is now closed for Recipient modification to allow for FTA's review.

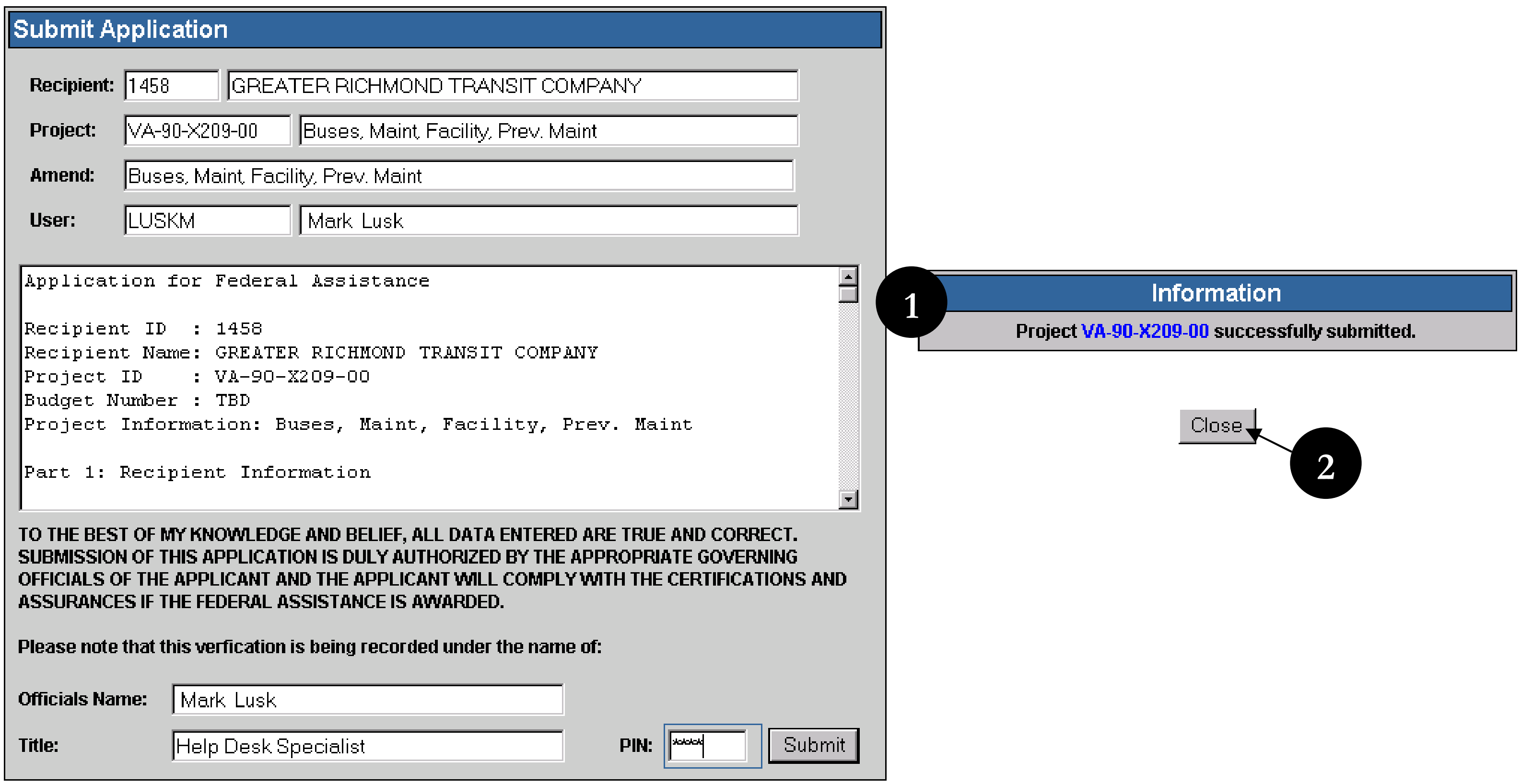


Figure 9

Create Amendment

If the user wants to make a significant change in how a project's funds are used, or in the quantity of assets to be acquired, he or she must create an amendment. An Amendment is needed when you want to increase or decrease funds for the project, increase or decrease the duration of a project, for changes in the Scope of a project, or for other administrative reasons. Note that a change in the federal/local share ratio requires a full amendment to the grant agreement.

1. From the navigation menu under **Applications** (see Figure 10), enter the project number and query it. Click **Create Amendment**. TEAM-Web will automatically assign an amendment number.
2. Click Project Information under Modify Applications.
3. In the **General** tab, enter the amendment description in the entry field next to the project number.
4. Select the amendment reason from the drop down list
5. Enter a detailed description for the amendment in the project description box at the bottom of the screen.

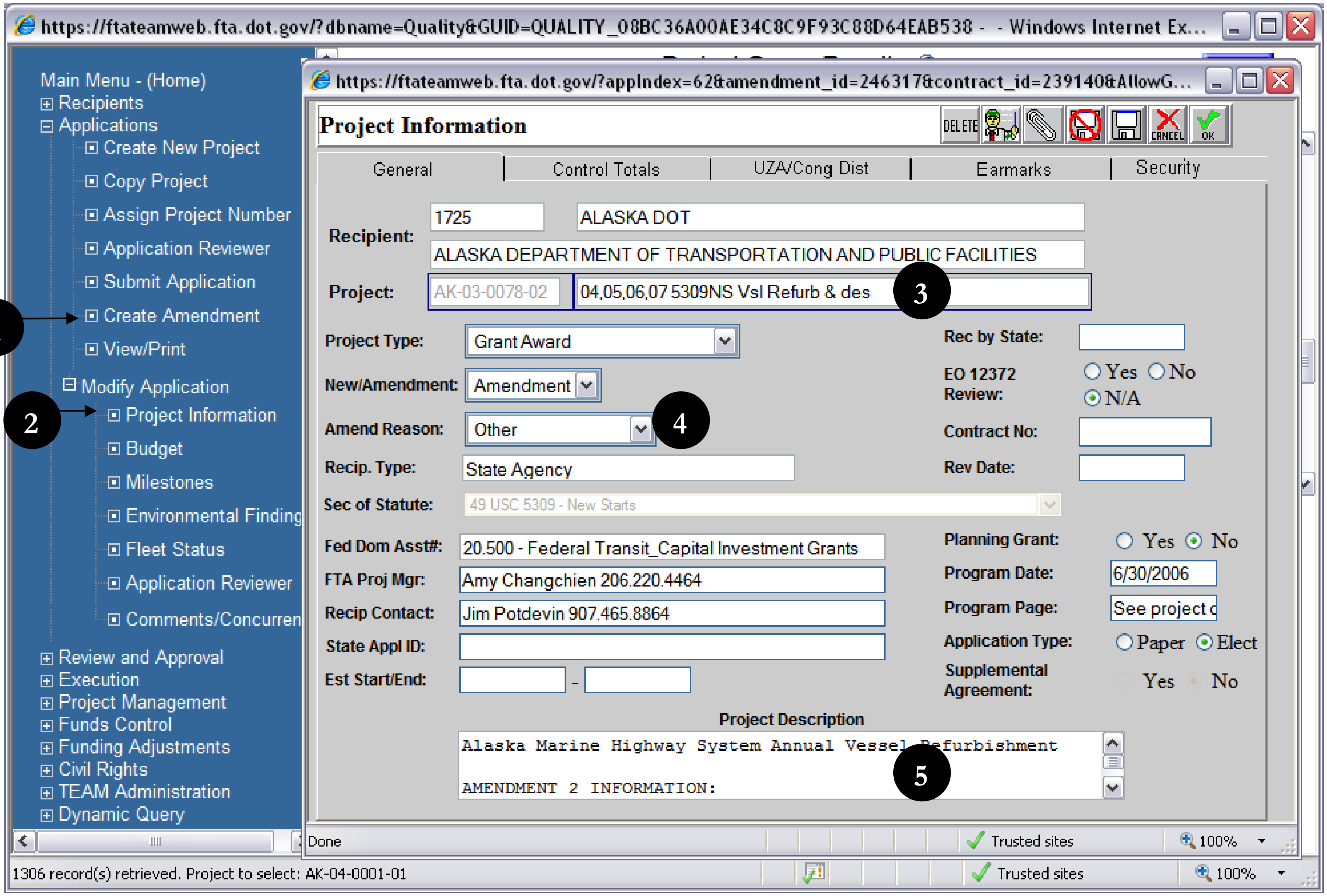

https://ftateamweb.fta.dot.gov/?dbname=Quality&GUID=QUALITY_08BC36A00AE34C8C9F93C88D64EAB538 - - Windows Internet Ex...
Main Menu - (Home)
Recipients
Applications
Create New Project
Copy Project
Assign Project Number
Application Reviewer
Submit Application
Create Amendment
View/Print
Modify Application
Project Information
Budget
Milestones
Environmental Finding
Fleet Status
Application Reviewer
Comments/Concurren
Review and Approval
Execution
Project Management
Funds Control
Funding Adjustments
Civil Rights
TEAM Administration
Dynamic Query
https://ftateamweb.fta.dot.gov/?applndex=62&amendment_id=246317&contract_id=239140&AllowG...
Project Information
General
Control Totals
UZA/Cong Dist
Earmarks
Security
Recipient:
1725
ALASKA DOT
ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
Project:
AK-03-0078-02
04,05,06,07 5309NS Vsl Refurb & des
Project Type:
Grant Award
New/Amendment:
Amendment
Amend Reason:
Other
Recip. Type:
State Agency
Sec of Statute:
49 USC 5309 - New Starts
Fed Dom Asst#:
20.500 - Federal Transit_Capital Investment Grants
FTA Proj Mgr:
Amy Changchien 206.220.4464
Recip Contact:
Jim Potdevin 907.465.8864
State Appl ID:
Est Start/End:
Rec by State:
EO 12372 Review:
Yes No N/A
Contract No:
Rev Date:
Planning Grant:
Yes No
Program Date:
6/30/2006
Program Page:
See project d
Application Type:
Paper Elect
Supplemental Agreement:
Yes No
Project Description
Alaska Marine Highway System Annual Vessel Refurbishment
AMENDMENT 2 INFORMATION:
1
2
3
4
5
Done
Trusted sites
100%
1306 record(s) retrieved. Project to select: AK-04-0001-01

Figure 10

6. In the **Control Total** tab, enter changes to the amount totals as needed (see Figure 11).
7. Click **OK** to save changes.
8. Before submitting, make any other changes to the Project Information, Budget, Milestones, Environmental Findings, and Fleet Status.
9. When complete, and after approved for submission by FTA, PIN the amendment using the process for submitting a new application. Once awarded, the Recipient executes the award using the same process used for new projects.

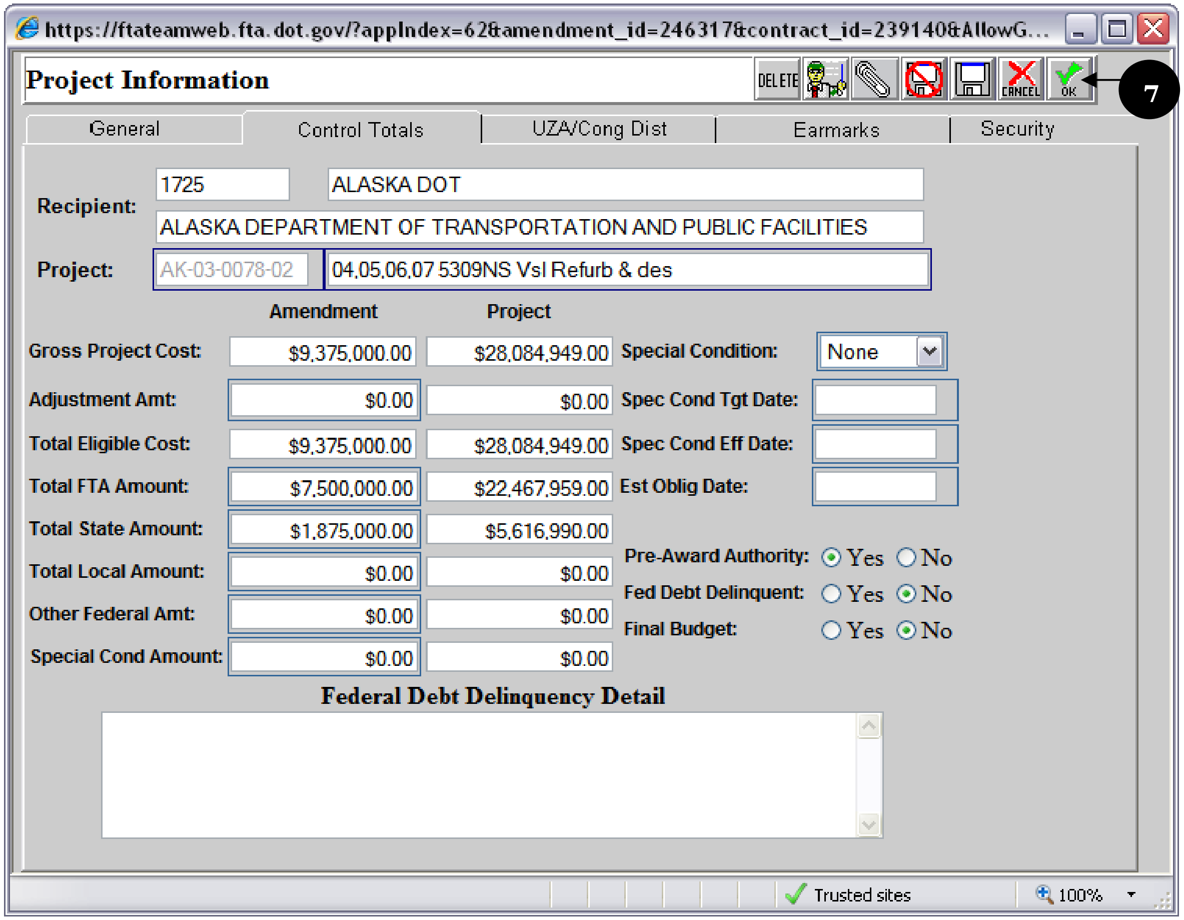


Figure 11

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TEAM-Web User Guide

Chapter 6
FTA Review and Approval

By:
QSSI

Version: 2.04
Date: 02/27/2008

Chapter 6 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates. Updates to Comments/concurrence and Review/DOL Dates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Template to perform Major Formatting Changes and updates as required	Travis Klein
2.01	05/23/2007	Continued to perform Major Formatting Changes and updates as required	Travis Klein
2.02	05/24/2007	Formatting and indexing	Travis Klein
2.03	02/26/2008	Shared state code update and formatting	Travis Klein
2.04	02/27/2008	Minor modifications	Travis Klein, Patty String

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Chapter 6 Table of Contents

FTA Review and Approval

Overview

This chapter will detail the following system parameters and features: the review and approval process, Comments/Concurrence, Review/DOL Dates, Reservations, Obligation/Award, and Deobligation. The majority of the features discussed in this chapter are going to be for FTA users only.

FTA's Review and Approval

FTA staff will conduct a preliminary review of the application for conformance with FTA program requirements. After the Recipient has submitted its application through the TEAM-Web system, FTA will use the Review and Approval windows to review it.

The most current edition of FTA Circulars will provide guidelines for the preparation of project applications authorized by FTA's programs.

Certain application processes and functions (*e.g.* STIP and UPWP approvals, state allocation of Section 5303 formula approvals, flexible fund transfers, *etc*.) must be performed outside the TEAM-Web system. The results of those processes and functions will be reflected in the Comments/Concurrence windows.

Comments/Concurrence

FTA may record comments regarding the application, at any time, until funds for the Project have been awarded.

FTA's comments may generally or specifically address one or more review areas. The five categories of FTA comments include:

1. **General Review**: Typical examples include requests to the Recipient for:
    a. additional information or documentation
    b. modifications to the application
    c. requests for project changes
2. **FTA Internal**: Comments to be viewed by FTA staff only – Concurrence/Approval stamps are automatically populated here as well.

3. **Conditions of Award**: Special conditions, requirements, or other provisions intended to be included in the Grant Agreement or Cooperative Agreement
4. **DOL**: Comments to the Department of Labor – the only Comments DOL users may view
5. **FTA Project Description**

If your application requires modifications, FTA will release it for changes. See previous chapters (primarily chapter 4) on how to "Modify Application" to make the requisite changes.

The following describes how to view the **Comments/Concurrence** window to see if any comments have been posted to your Project and how to retrieve and review those FTA Comments.

Comments Tab

1. The Comments/Concurrence screen defaults to the "Comments" tab. The active comment type is highlighted in a light blue as seen in Figure 1.
2. The Brief Descriptions of each Comment Type are listed under the Comment table
3. The remaining details of the highlighted comment can be seen throughout the screen including: Brief Desc., Comment On, Activity, Comment Text, Entered, Updated, and Comment By.

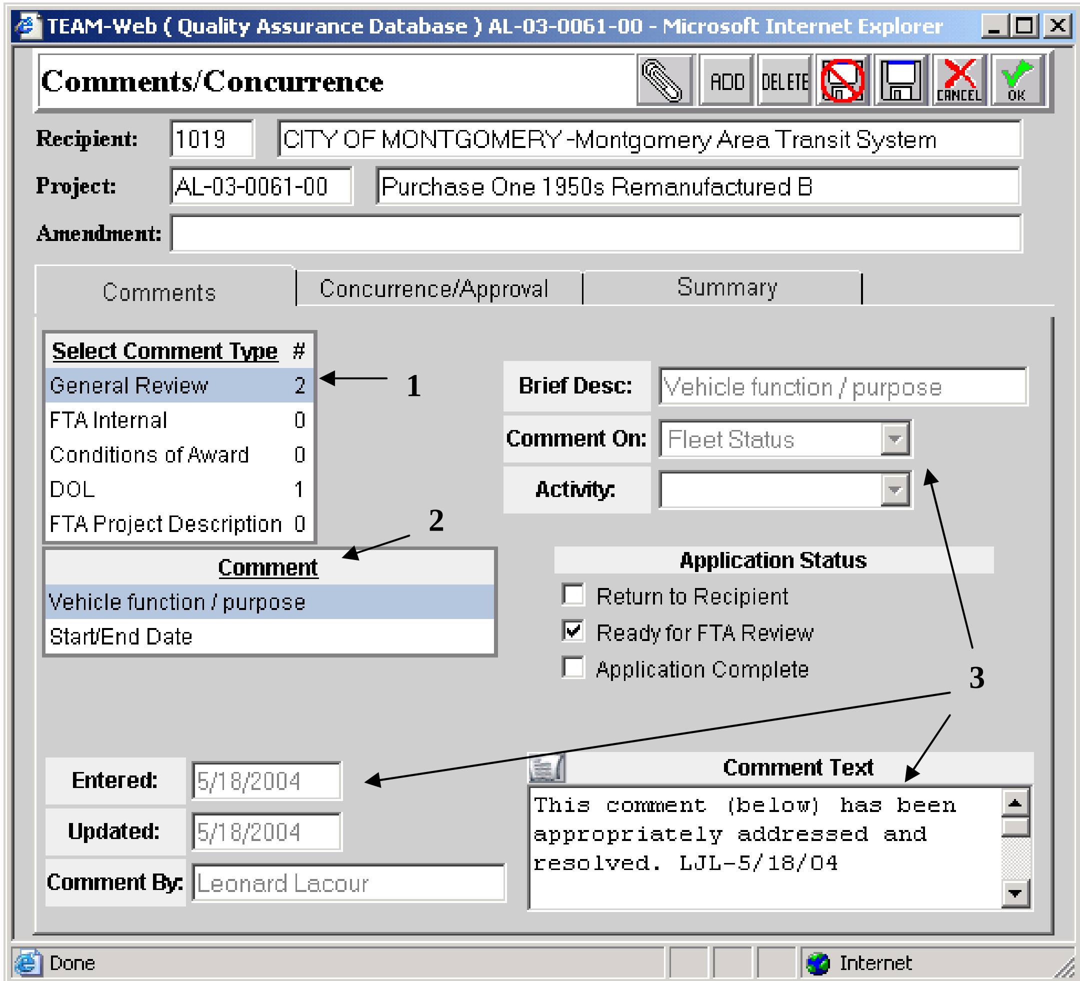


Figure 1

Adding or Deleting a comment (See Figure 2):

1. To add a comment, simply select the Comment Type that you would like to add by clicking on that type in the Select Comment Type field
2. Click on the "Add" button
3. Type in your Brief Description

4. Select the subject of your comment in the Comment On field
5. Select the Activity (if necessary)
6. And add your comments in the Comment Text field
7. You may view or modify your Comment Text in a larger screen by clicking on the document icon in the upper left hand corner of the Comment Text field (circled in the illustration)
8. To Delete a comment, simply select the comment (click on to highlight) that you would like to delete in the Comment table
9. And click on the Delete button found at the top right portion of the screen

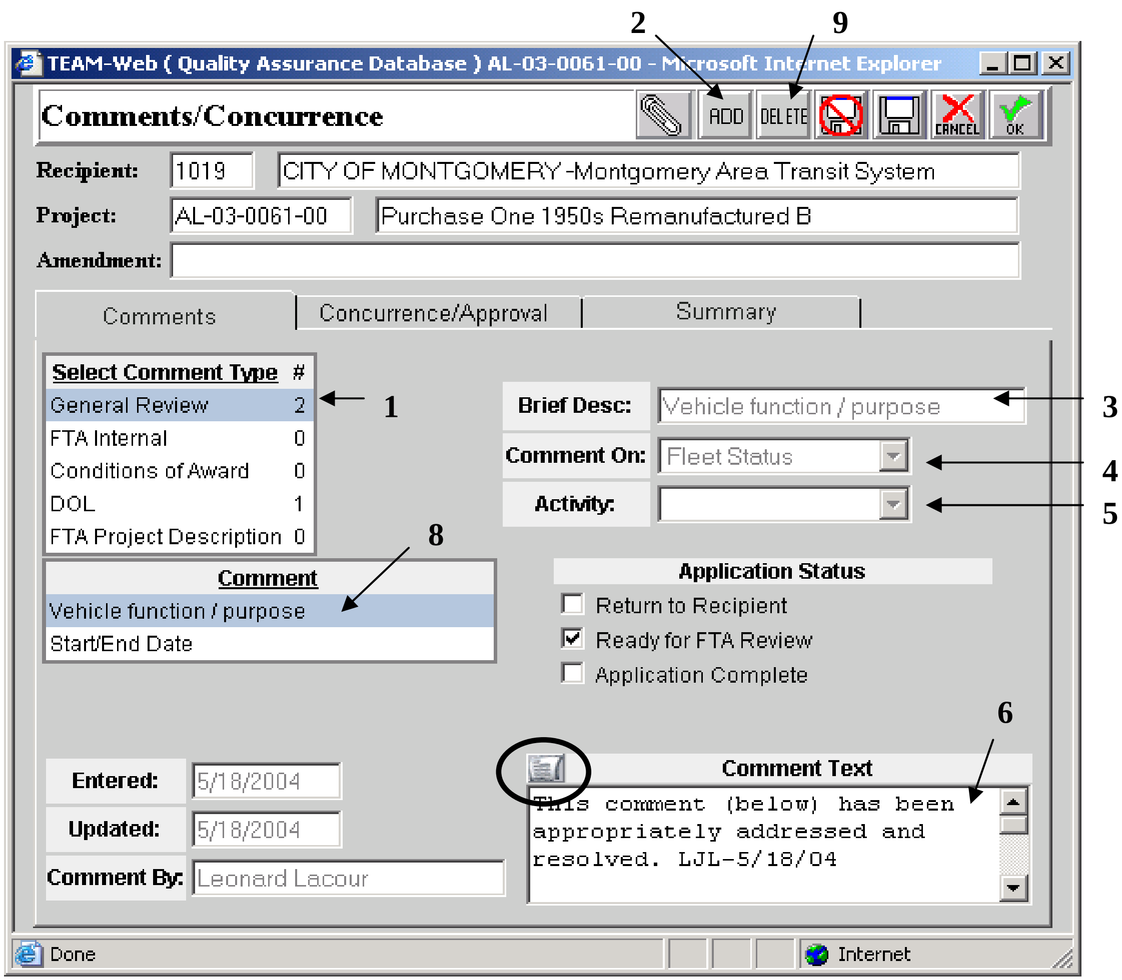


Figure 2

Figure 3 displays the expanded view of the Comment Text field. Changes can be made directly to the expanded text view if desired by directly typing in the window and then clicking on the Save Button. The Save, Cancel, or “x” buttons within the expanded view box will close the View Text window.

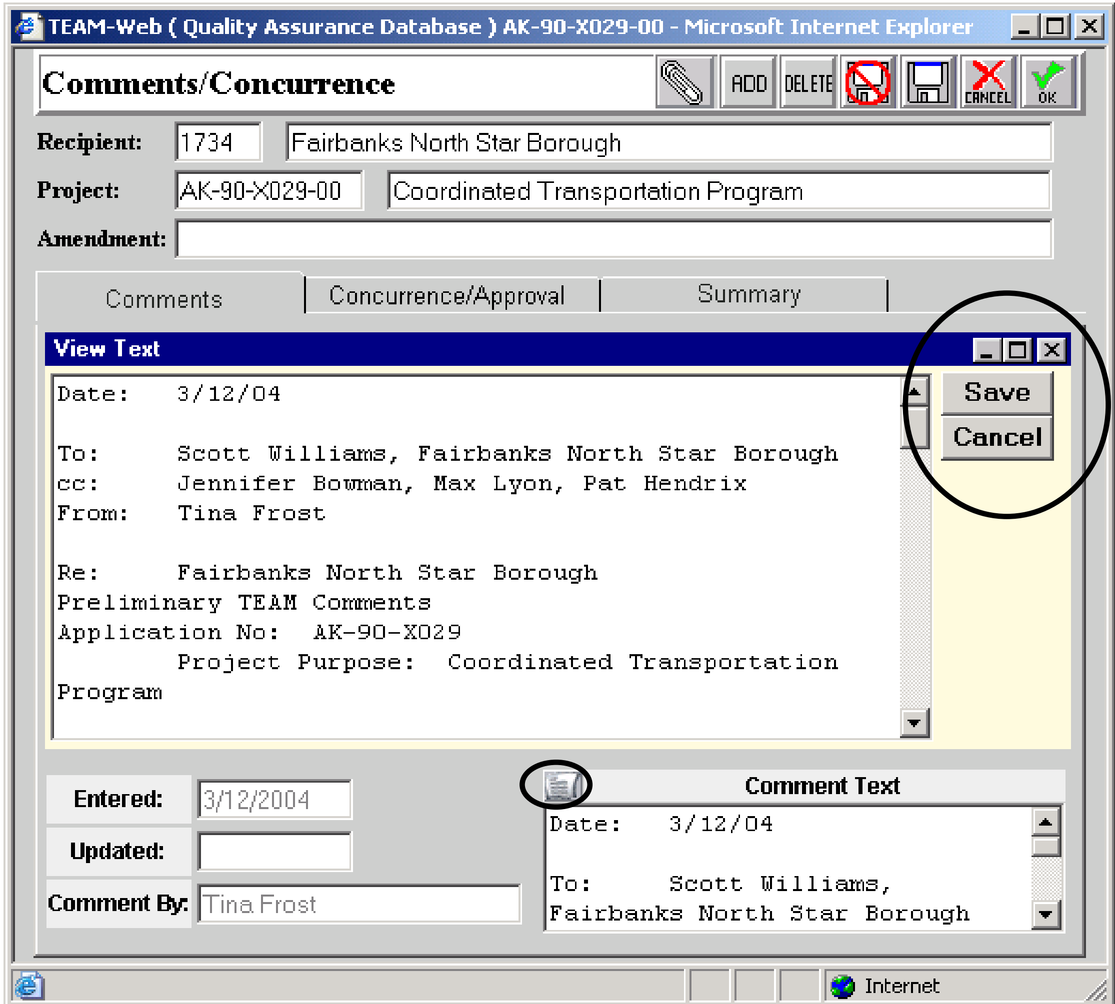


Figure 3

There is a clear audit trail as to when a comment was created, who the comment was created by, and when the subsequent updates were made to the comment (if any). The referenced area is circled in Figure 4.

1. The very first General Review comment will trigger the entry of the "Review Comments to Recipient Date" on the Summary Tab

2. When the application has passed the reviewer and been marked complete under Application Status, an internal comment with an approval stamp and date will be created for “Transportation Program Specialist” and the approval (current) date will also populate on the Summary tab
3. If the Application Status is changed to Return to Recipient, then an internal comment is created to track this as well

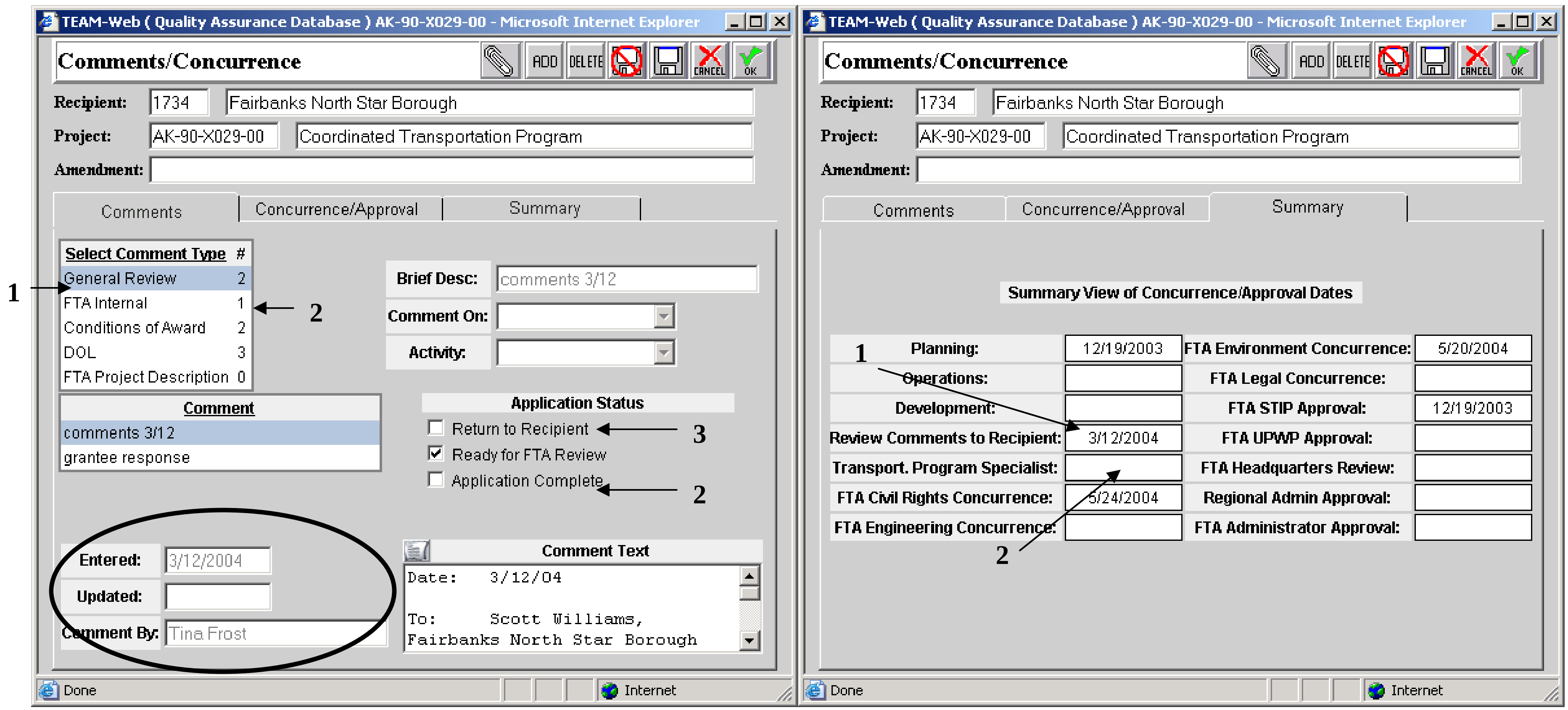


Figure 4

Concurrence/Approval Tab

The Concurrence/Approval Tab can be viewed in Figure 5. This screen allows the FTA user to select a Concurrence/Approval type, enter and approve the date of the concurrence, and enter any desired text. Transactions are recorded and tracked in a variety of ways.

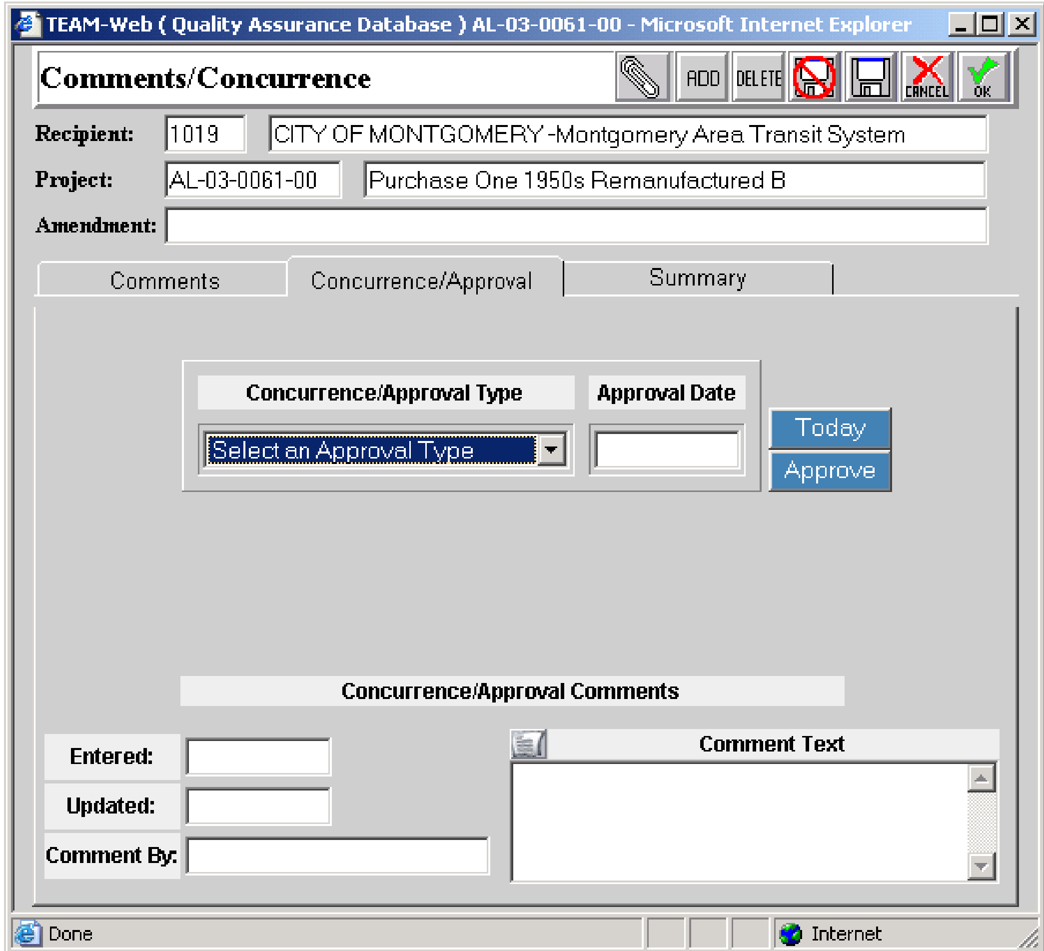


Figure 5

1. Begin by selecting a Concurrence/Approval type by clicking on the drop down arrow, then selecting one from the list (simply click on your selection – See Figure 6)
2. If a date/comment is already recorded for that Concurrence, then the appropriate information will be displayed (Comment Text, Entered Date, Comment By, etc.)

3. Select a Concurrence/Approval Type without any information (FTA Headquarters Review for example) and enter in an Approval Date (it may not be a future date)
4. Clicking on the "Today" button will automatically enter in the current date for you
5. If you are satisfied with the date you have entered, click on the "Approve" button

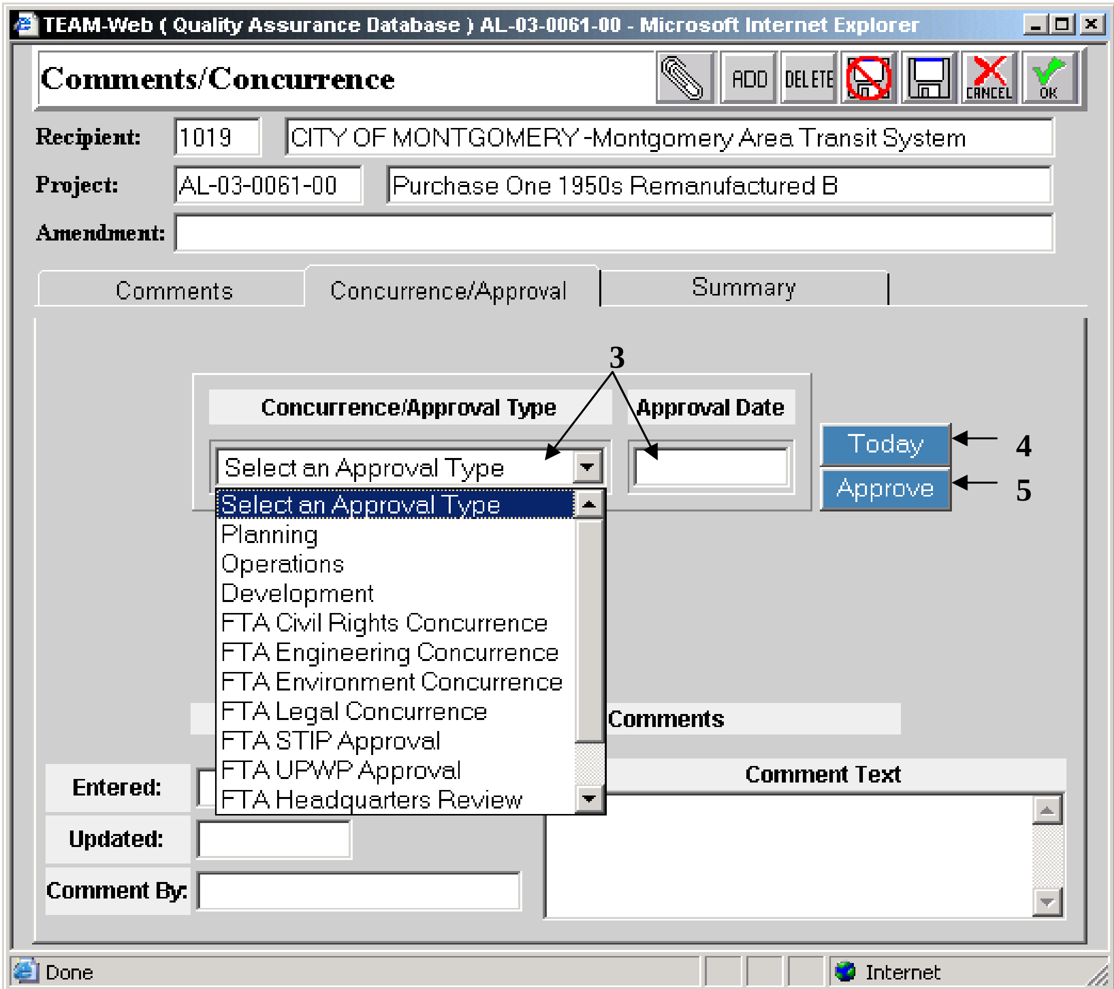
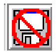


Figure 6

Clicking on the approval button triggers a number of actions that both record data for audit purposes, but also reduces the need for redundant data entry. *Note: until you save by clicking on the Diskette (save only) or Green OK check mark (save and exit) buttons you still have the capability to remove the date stamps.*  

You may click either the Cancel (discard changes and exit) or the Discard Changes (remove changes only) buttons. You must save the changes for them to remain) 



1. The "Entered" date is populated with the current date and the "Comment By" field is populated with the user name of the individual approving the Concurrence (see Figure 7)
2. An Approval Stamp with the date you **entered** into the approval date (i.e. not necessarily the current date) will appear in the Comment Text field.
3. If you were to update your comments, an "Updated" date would appear as well as an updated Approval Stamp in the Comment Text.
4. You may remove some of the approval stamps in the Comment Text, but one will always remain

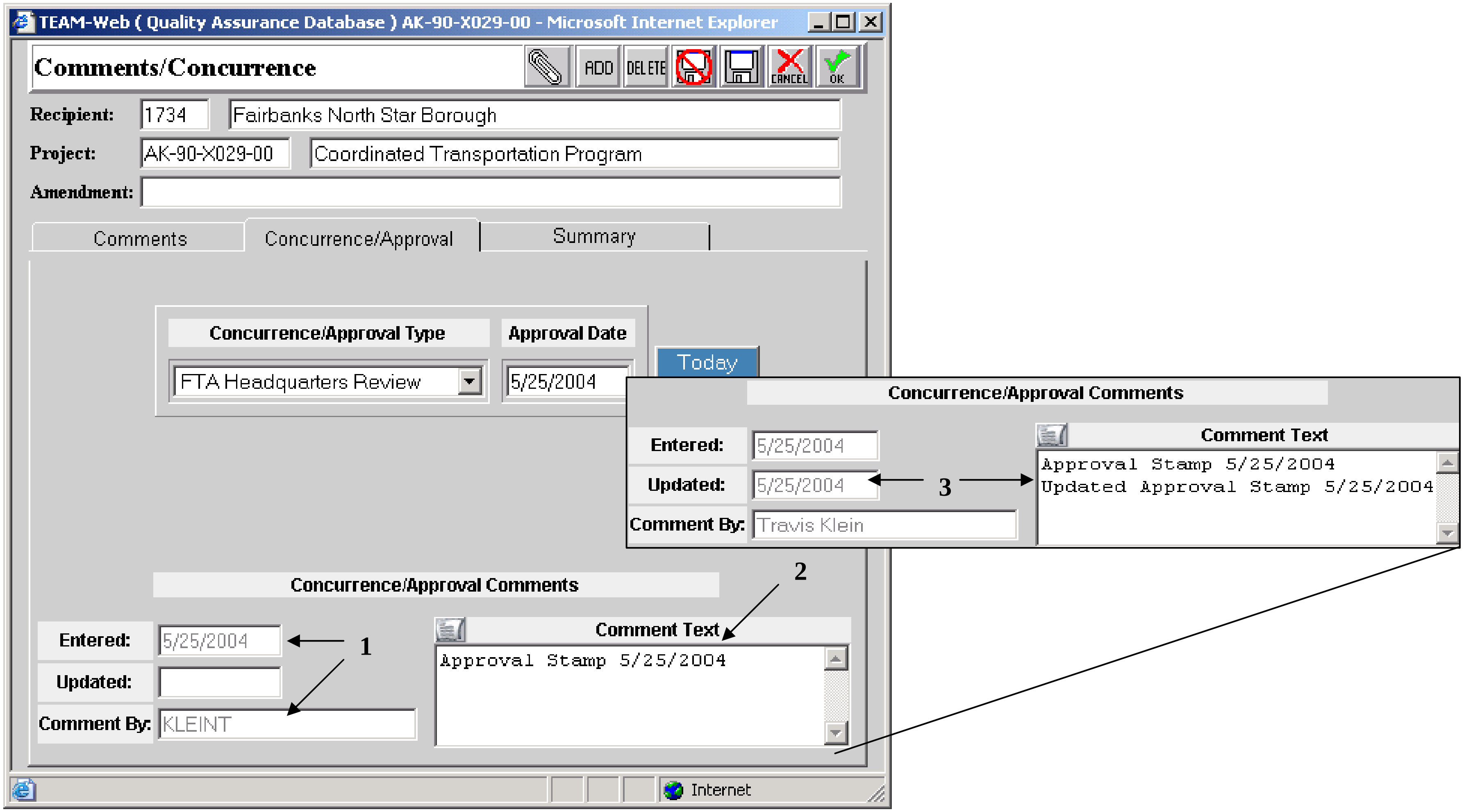


Figure 7

5. An “Internal” comment is created on the Comments tab (See Figure 8)
6. And the date is recorded to the corresponding date field on the summary tab

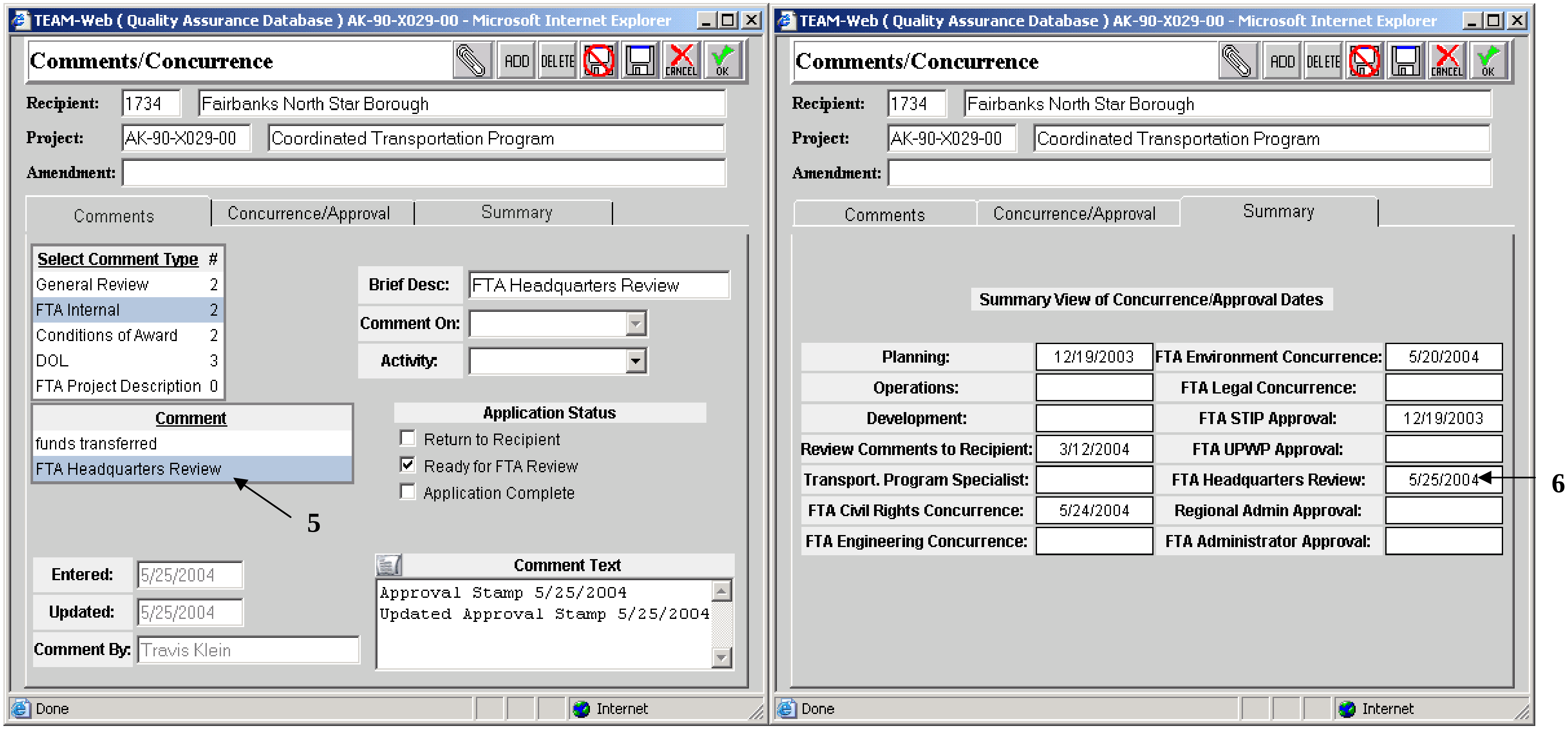


Figure 8

Only users with specific role ID's can enter FTA Civil Rights Concurrence and FTA Legal Concurrence dates. A user trying to approve a date who does not have the necessary rights will see one of the pop up messages detailed in Figure 9.

After clicking ok within the message box, the date field will return to its previous value.

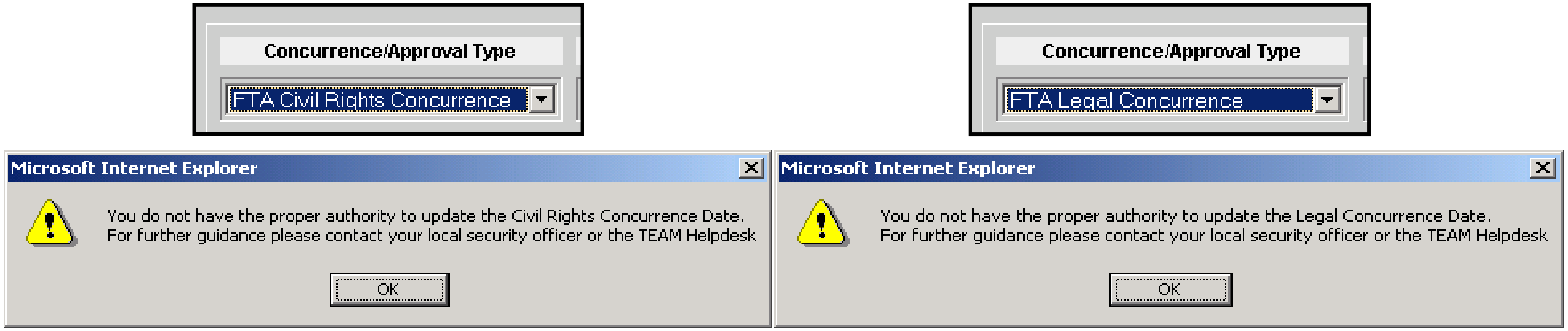


Figure 9

Summary Tab

Figure 10 is an image of the Summary tab of the Comments/Concurrence tool. All of the dates are read only in this view. The dates are automatically updated using tools on the previous two tabs (Note: Once a grant is awarded, the concurrence dates will be locked as read only).

This tab allows the user to get a broad view of which Concurrences have approval dates and what those approval dates are without having to click on each comment individually.

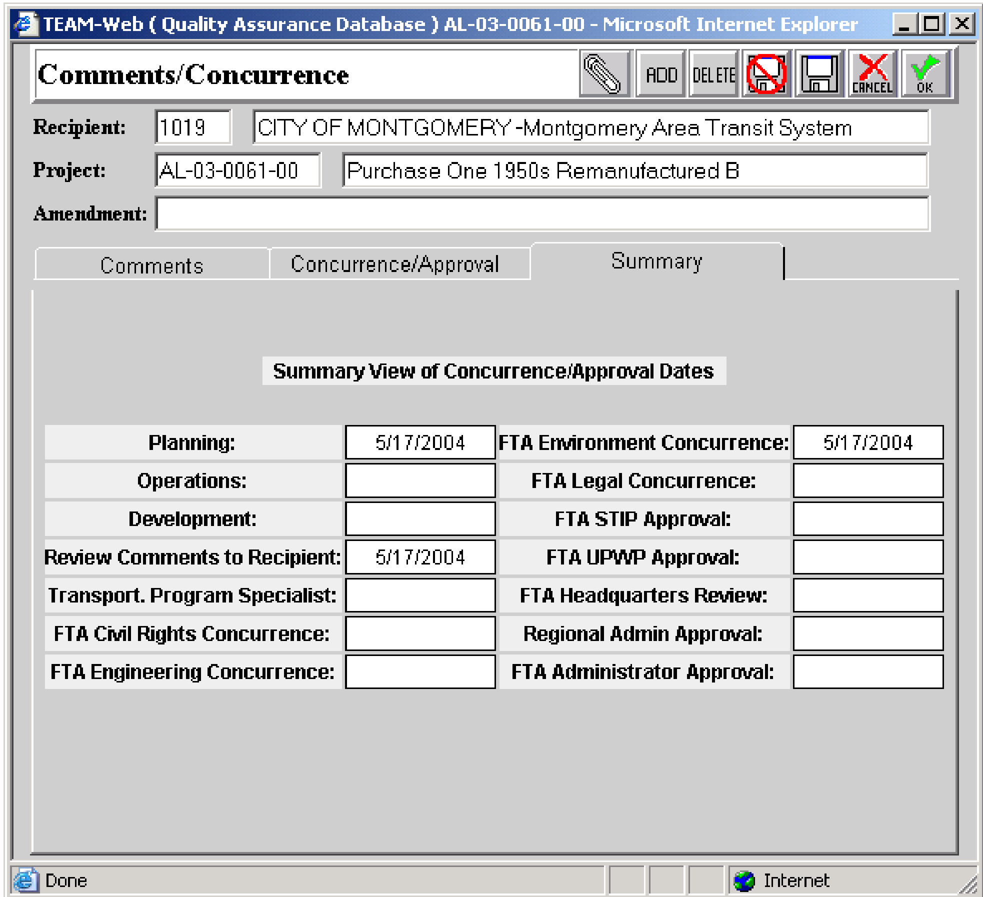


Figure 10

Review/DOL Dates

1. Click on **Review and Approval** in your Main Menu bar and query for your project (See Figure 11).
2. Click on **Review/DOL Dates.**
3. A new screen should open up Revealing **Review DOL Dates** and defaulting to the Background/Award tab.

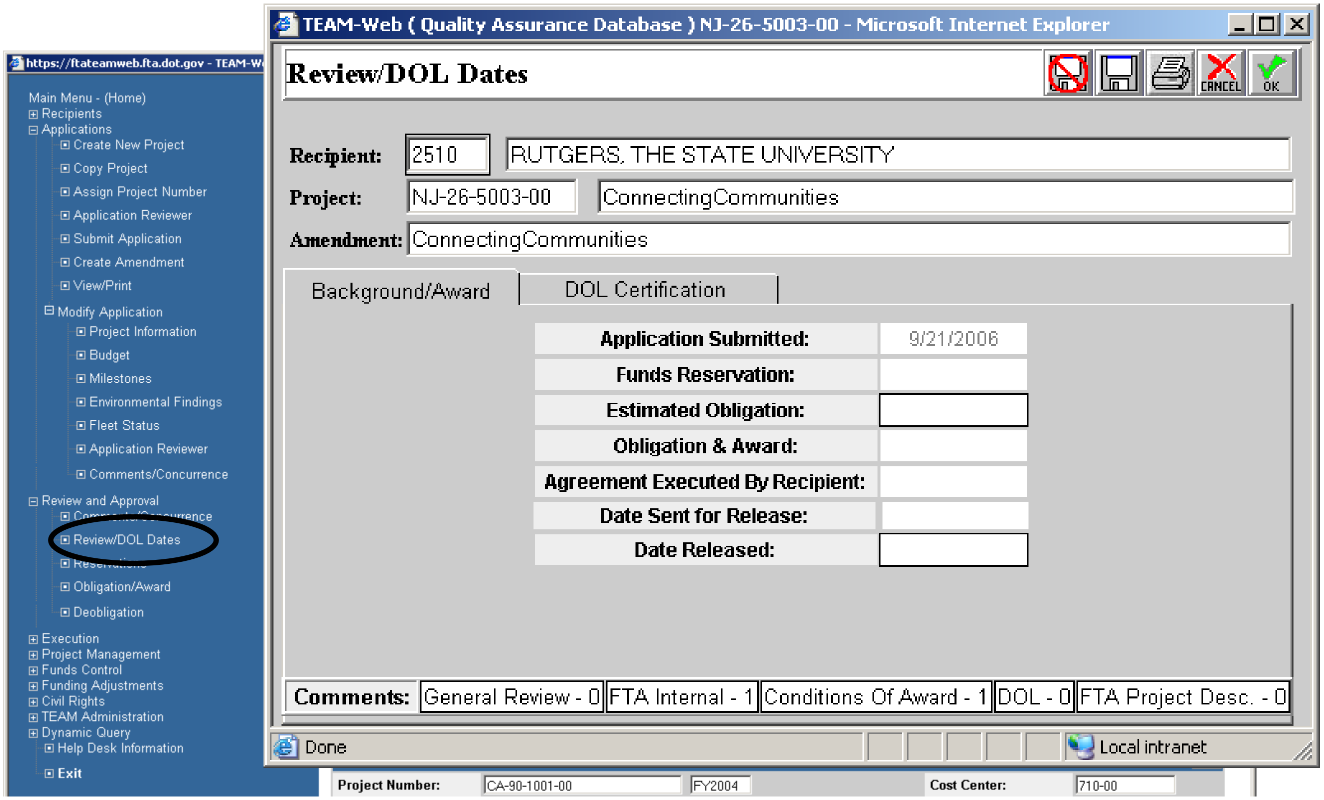


Figure 11

Background/Award Tab

This tab notifies the user of applicable status completion dates. User rights and the Project Status will dictate what dates are viewable and/or modifiable. Note the outline around those fields that are currently modifiable (Estimated Obligation and Date Released in the Figure 12 example). The circled status bar at the bottom of Figure 12 indicates how many records there are in for each category within the Comments/Concurrence screen. The user can simply click on Comments/Concurrence from the main menu status bar if they would like to add a comment.

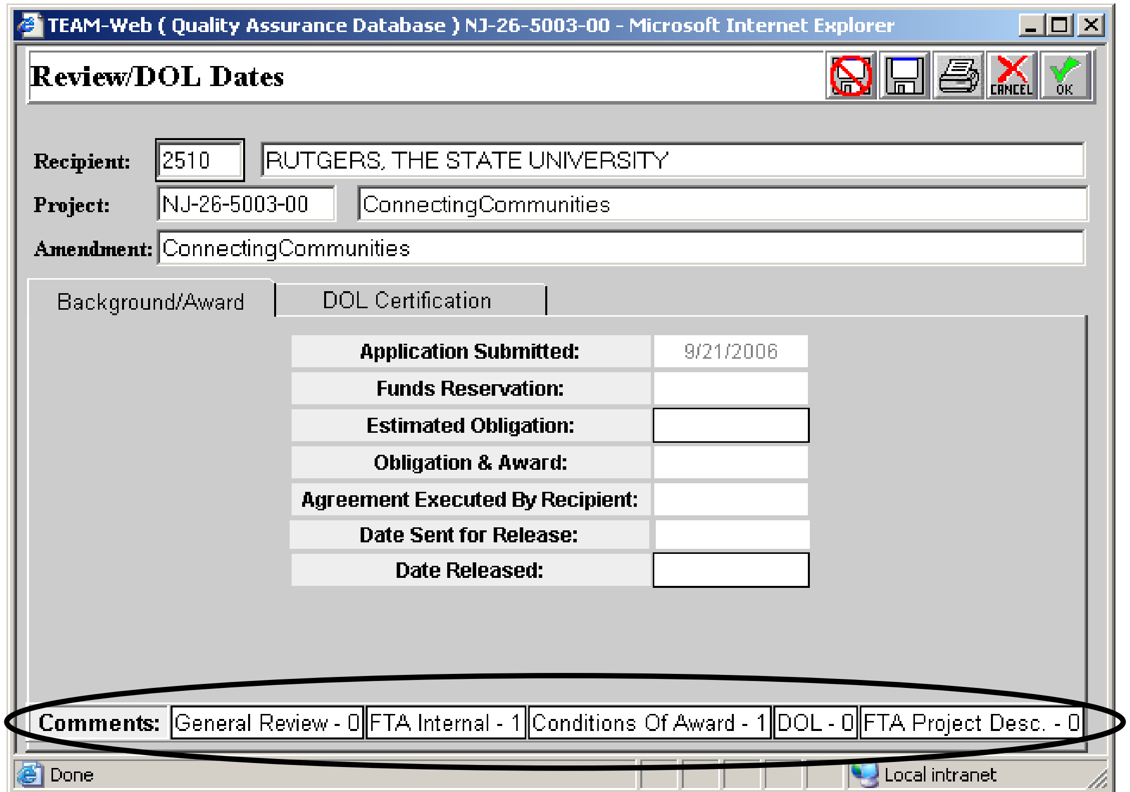


Figure 12

1. The recipient number can also be changed from this screen for a project that does not yet have funding reserved (See Figure 13)
2. Change the recipient number and tab out of the field. A message window will open asking if you wish to proceed.
3. Click ‘OK’ if you would like to change the Recipient number.

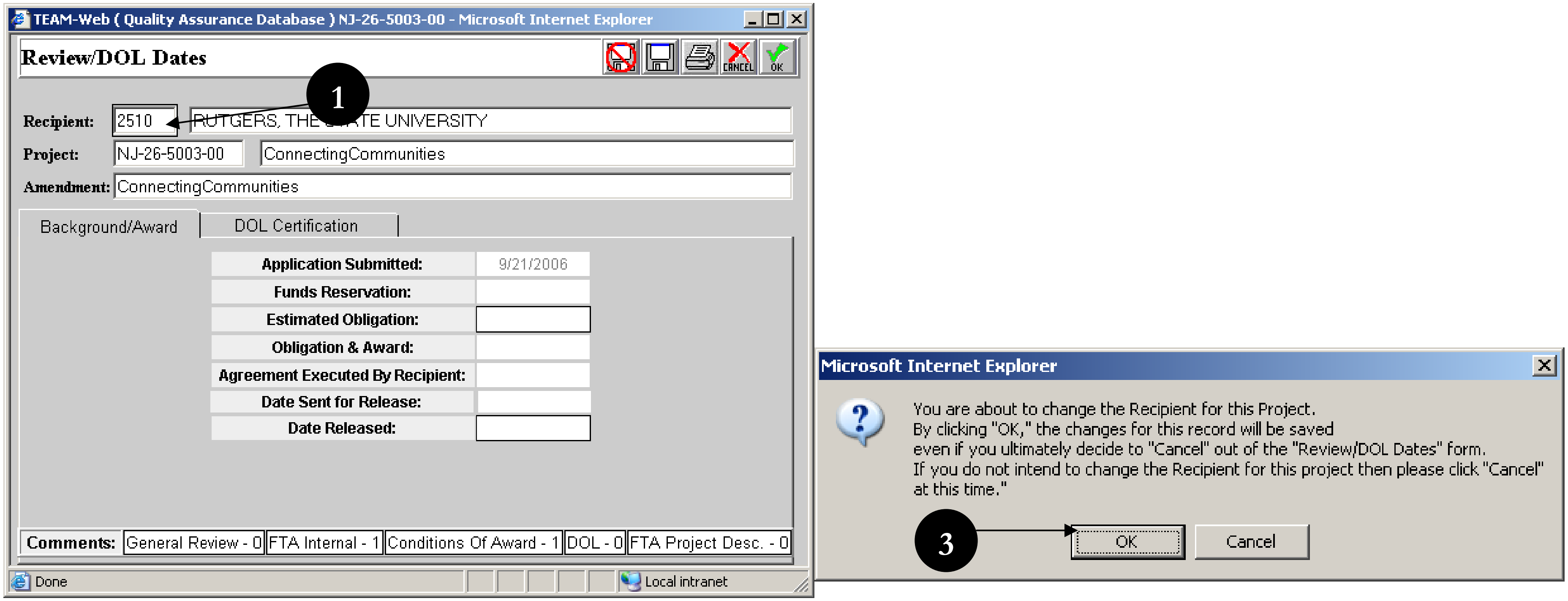


Figure 13

DOL Certification Tab

4. Click in the radio button that reflects the appropriate level of DOL involvement on the DOL Certification tab page. You may submit the application to DOL for **certification** or **information**, or select **N/A** if the DOL is not involved with this application (see Figure 14 below).
5. To e-mail a copy of the application to DOL, click in the **Send Application to DOL** box. TEAM will format the application, attach it to an e-mail, and send it to DOL
6. Click on the **OK** icon to save your changes and return to the Review and Approval window.

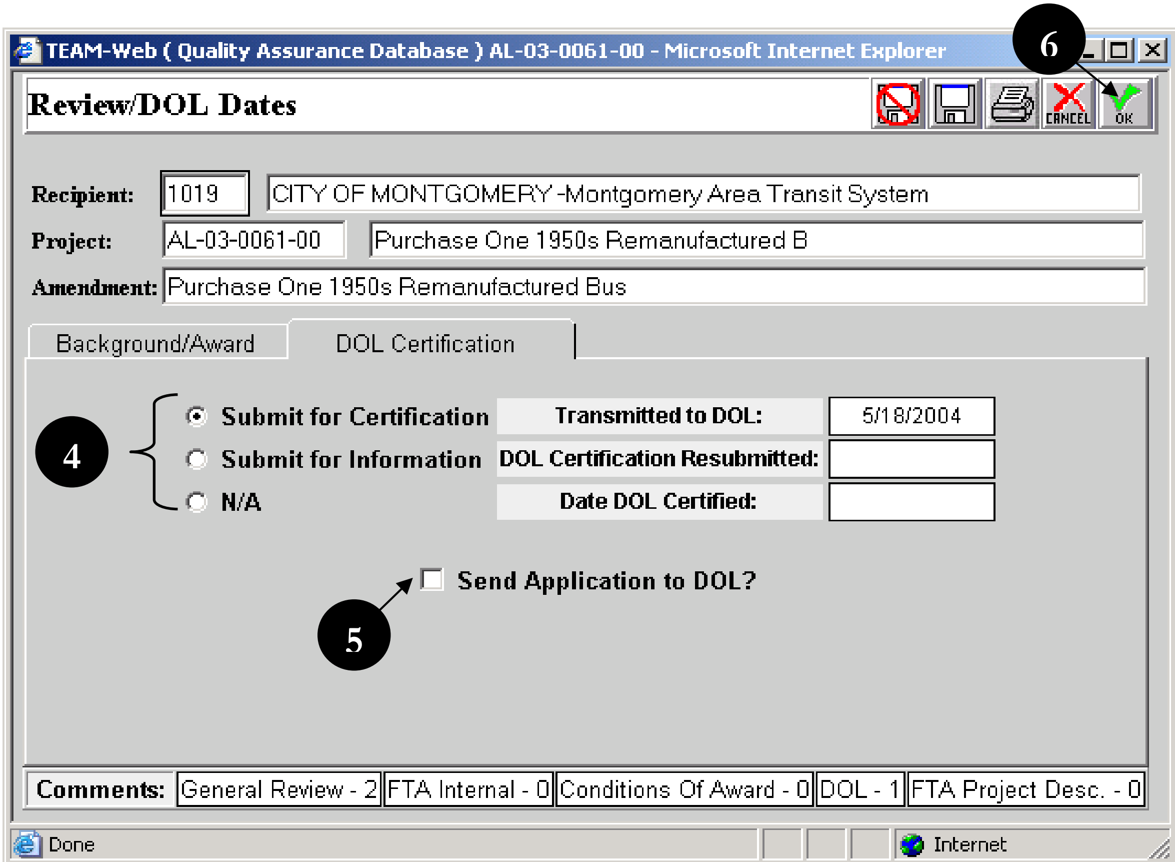


Figure 14

Reservations

1. The FTA user opens up the Reservation screen (see Figure 15)
2. A cost center is selected and the FTA user adds UZAs/Account FPCs
3. If earmarked, the Applies Earmark / Discretionary checkbox will be marked (read-only)
4. Once reserved, the project status changes to 'Pending Application/Ready for Award'

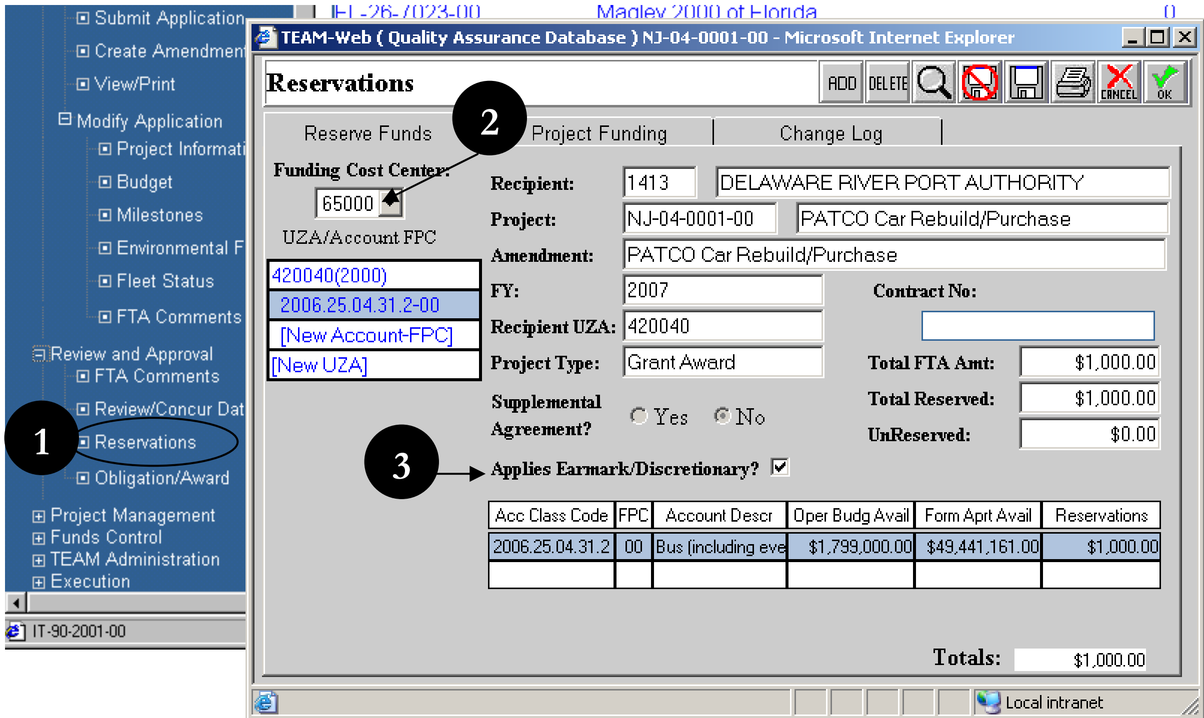


Figure 15

5. Select the **Funding Cost Center** from the dropdown list (see Figure 16)
6. Click on **New UZA** and the first available row in the table under the UZA column will highlight blue. Type the **UZA Code** directly in the **UZA** column. The **UZA** will appear in the **UZA Description** column.
7. If a new UZA code has been assigned to the area, click on the **ADD** icon to enter that new UZA code. Then type the code directly in the UZA column. Be sure that the code is entered into TEAM system's information about the Recipient.

Note: For a list of **UZA codes**:
A. Click on the **Details** icon (magnifying glass).
B. Select the codes you want to add by clicking on the box beside each code (or utilize the select/deselect all buttons).

8. Click on the **OK** icon to return to the **Reserve Funds** window.

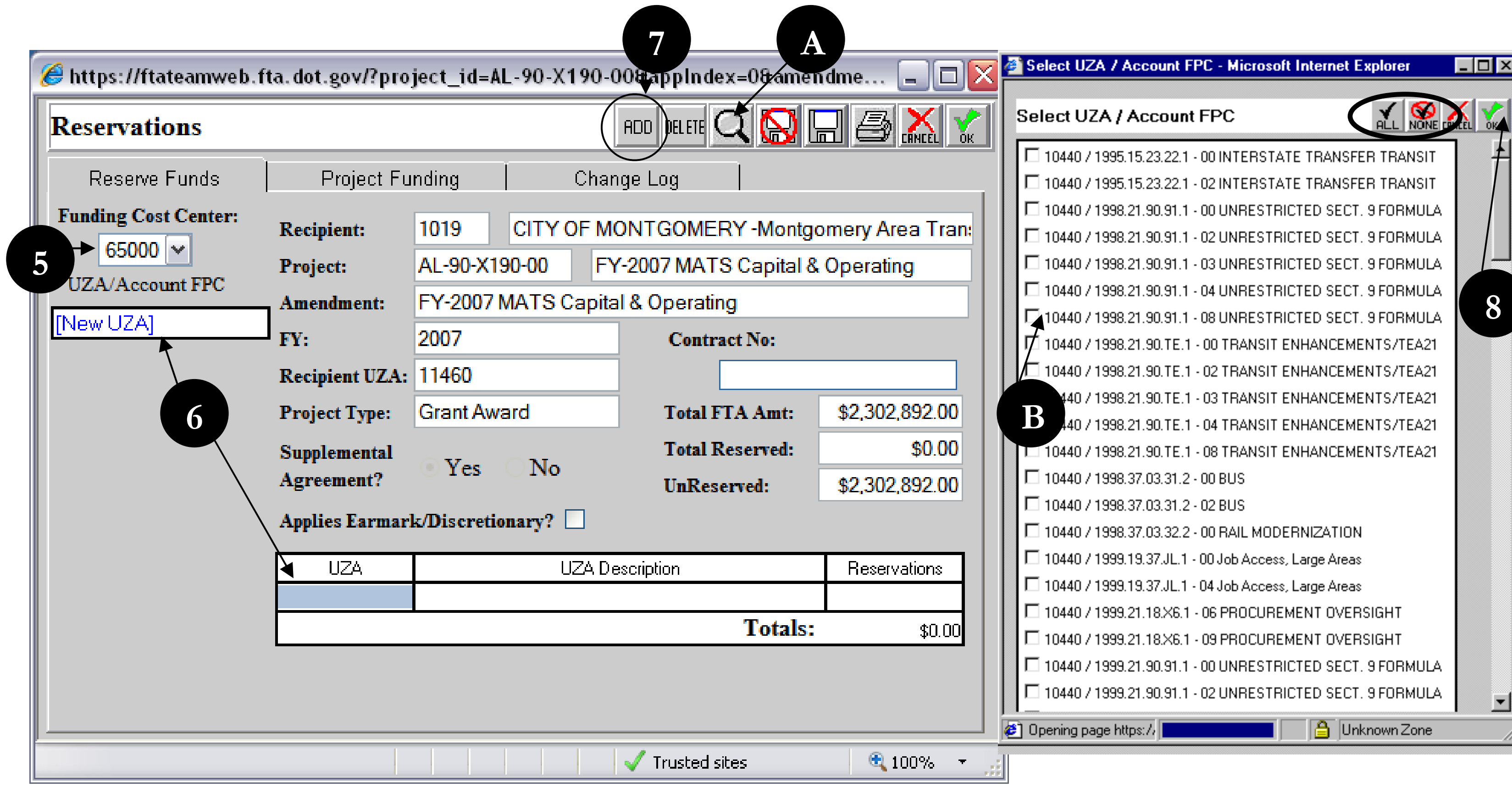


Figure 16

9. Select the **New Acct**. line in the **UZA/Account-FPC** column (see Figure 18 for steps 9-14).

10. a. Type in the **account code** to reserve funds against or **b.** Click on the **Details** icon and select from the list that appears (see Notes A and B after step 7 for details).

Notes: Shared State Codes between Regions

If a secondary state code (170001 for example) exists for a split region, then a new form (see Figure 17) will appear for the user. Once the user has selected the preferred code, the user is returned to the Reservation screen where they can enter their reservation amount to the Small UZA. Although the Small UZA is displayed, the funding source is the State, and the availability of funds will correspond to the amount available for the State code selected.

The ability to select multiple codes in the UZA/ Account FPC lookup screen (see Figure 16 for an example of the feature) may result in the display of multiple primary and secondary state listings as seen in Figure 17. Manual entry will only display one radio button set since only one code combination can be entered at a time using that method. Once the primary or secondary funding source has been established, the user will no longer receive the same entry form. For example, if the secondary state code UZA 170001 is selected for FPC 00, account 2005.21.90.91.1, and FPC 02 is later entered/ selected for the same account, then the form will not activate for the user a second time since the funding source has already been established and cannot contradict for the same account.

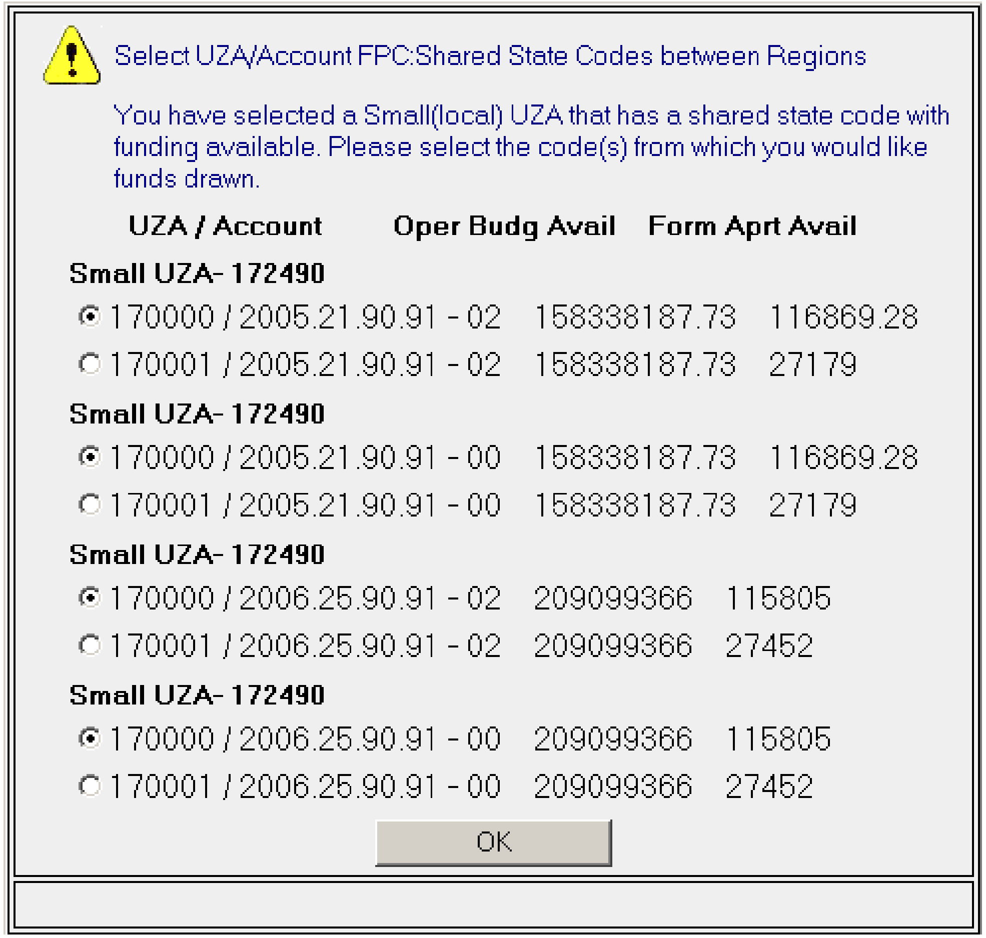


Figure 17

11. In the **Reservation** column, type the amount reserved.
12. Click on the **Project Funding** tab for an updated display of the reserved funds for all amendments on this project.
13. Click on the **Change Log** tab for a history of all updates to this project's reserved funds.

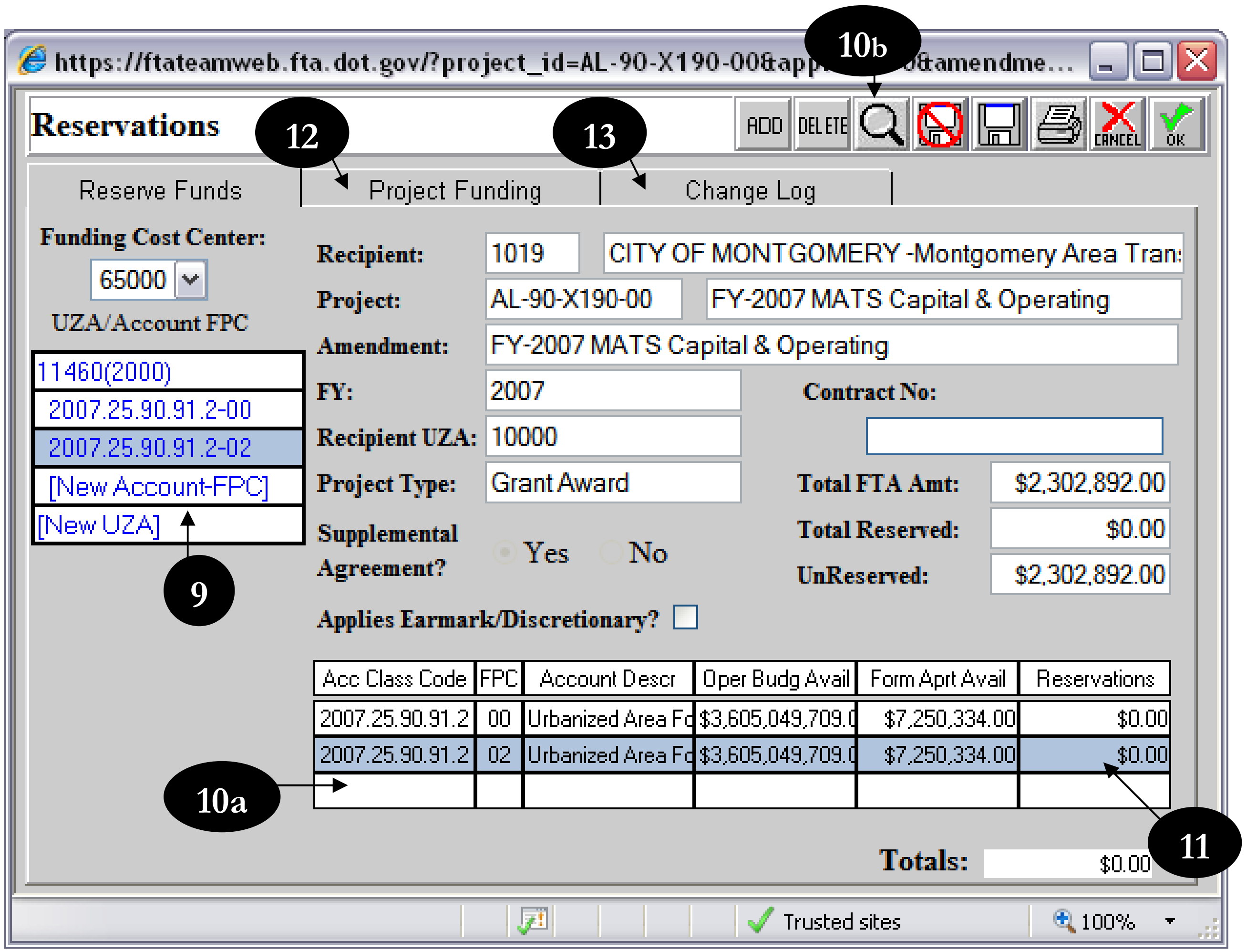


Figure 18

14. When finished, click on the **OK** icon to save your changes.
15. If the project contains earmarked funding, **Reservation amounts** are compared with **Total Earmark Applied amount** from the Project Information screen. If they do not match, the amounts will need to be adjusted (see Figure 19).
16. When reservation is successful, changes will be saved and user is returned to the Review and Approval window.

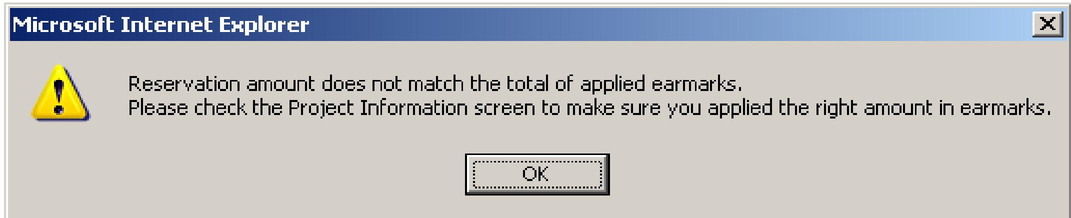


Figure 19

Obligation/Award

1. FTA users with award authority can award/obligate a project.
2. First they must select **Obligate/Award** from the main menu (see Figure 20).
3. Then in the Obligation/Award screen, they must enter the appropriate **PIN** and click **Award**.
4. A message will appear when the project has been successfully Obligated and Awarded.
5. TEAM-Web updates the project status to ‘Obligated/Execution Reqd’. The Recipient may execute the project after the award.

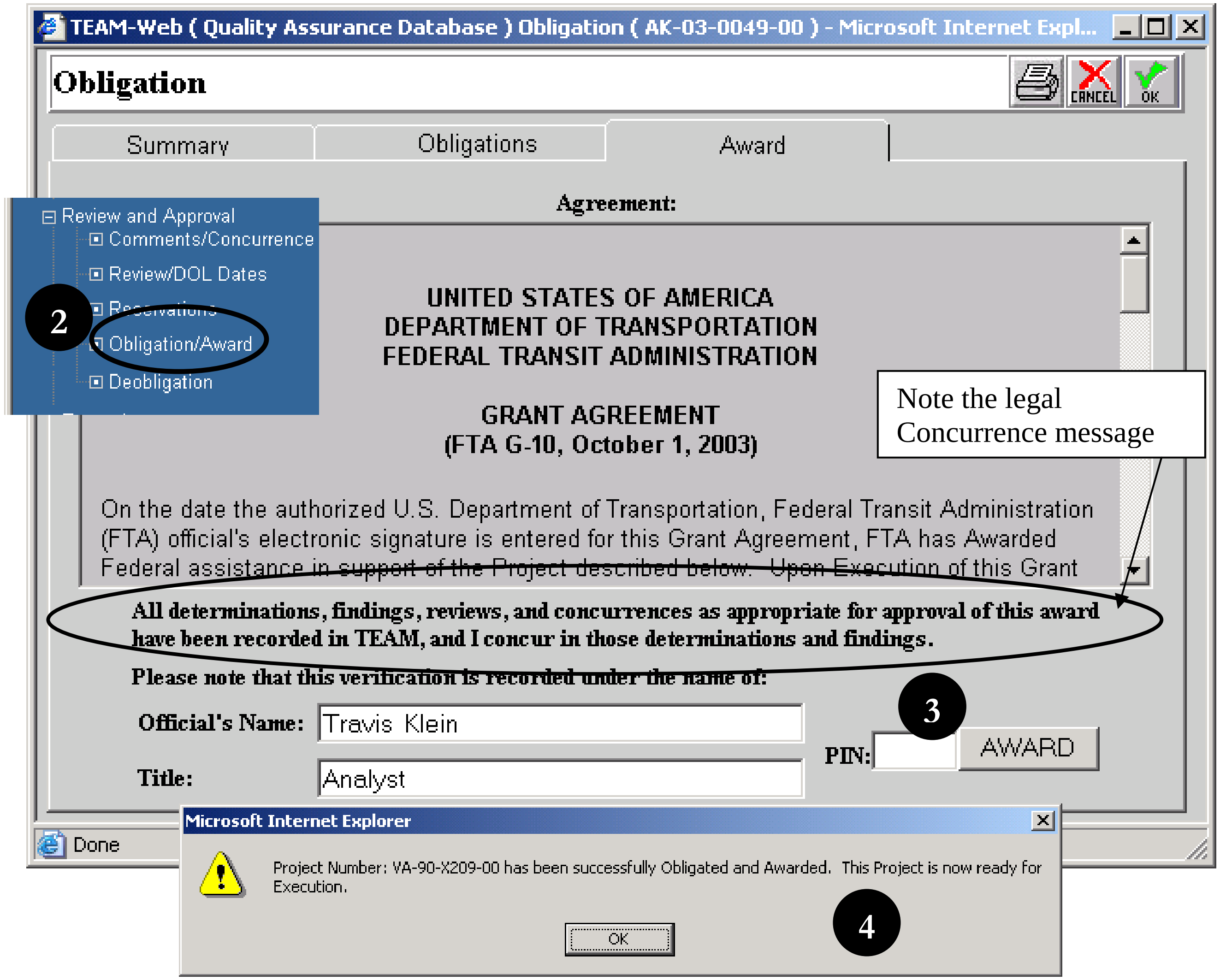


Figure 20

No action is required in the Summary and Obligations tabs, but the user should study them carefully to verify correct information (see Figure 21).

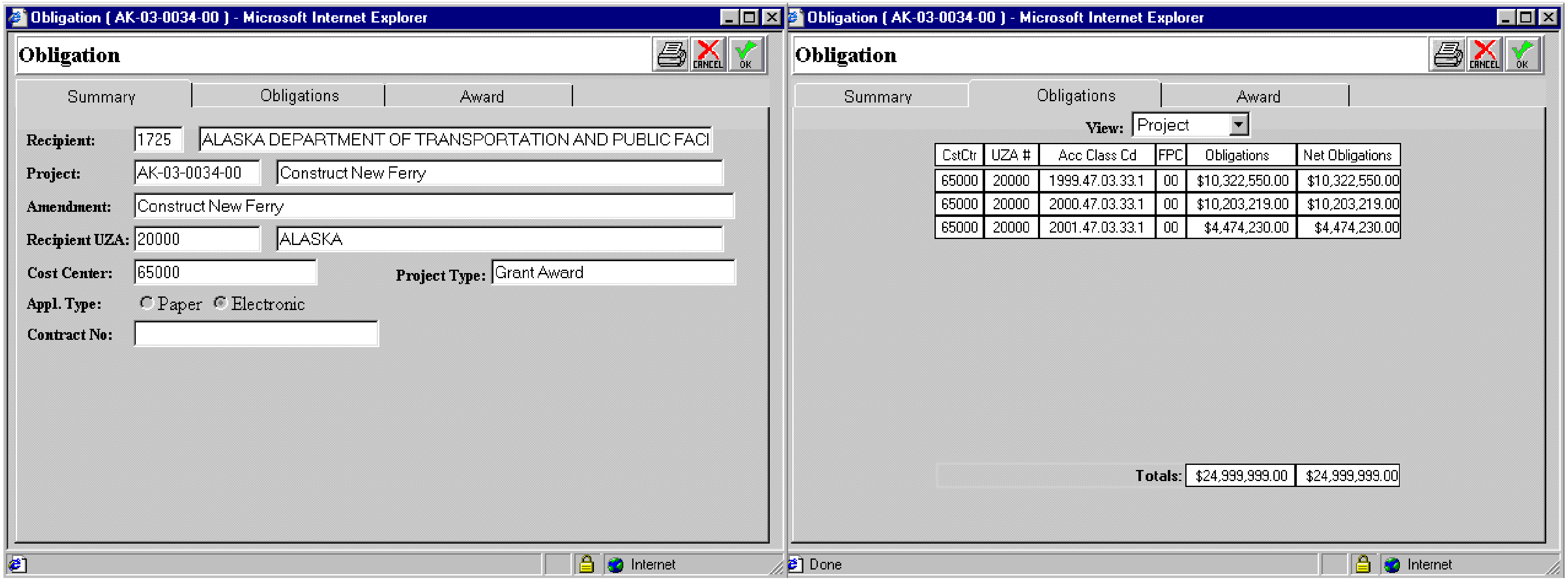


Figure 21

Deobligation

1. From the **Review and Approval** window, click on the **Deobligation** button. The Deobligation window will open, showing the **Difference** to be deobligated (See Figure 22. Note: funds may become available from an approved budget revision – see chapter 8 for details)
2. In the **Current Deobligations** column, enter the positive amount to be deobligated.
3. If project contains earmarked funding, **Earmark /Discretionary** checkbox will be checked (read-only). Earmark funding may need to be adjusted in Earmark Administration screen.
4. Press enter and click on the **OK** icon to save and close. After funds are deobligated, FTA may then Reserve and Award the funds elsewhere.

Notes: Deobligations

An amendment must first be created before a Deobligation can be performed (see Chapter 5 for the Create Amendment process). If a project is being closed, then the Deobligation tool should not be used – a deobligation will be done using the New Closeout tool (see Chapter 8 for details).

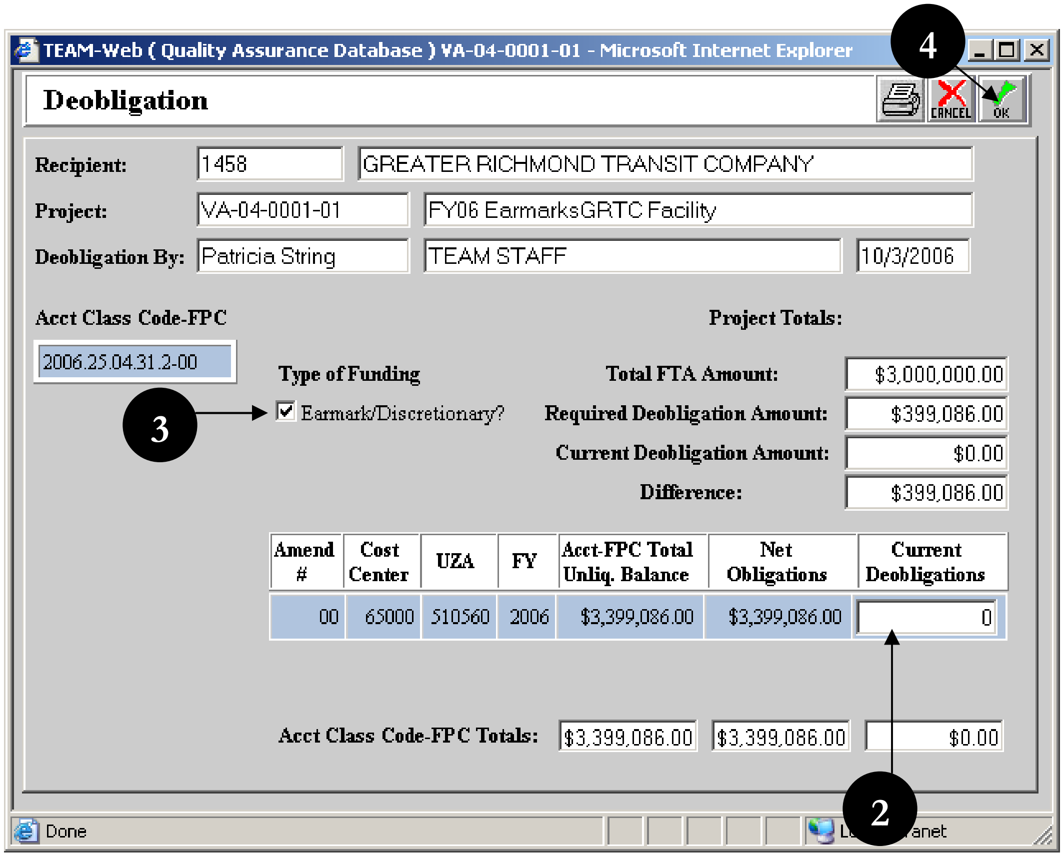


Figure 22

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TEAM-Web User Guide

Chapter 7
Execution

By:
QSSI

Version: 2.02
Date: 02/29/2008

Chapter 7 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates. Updates to Comments/concurrence and Review/DOL Dates	Travis Klein, Sonya Ransome
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Chapter 7 Table of Contents

Execution

Overview

This chapter will cover the execution requirements and execution process in TEAM-Web.

FTA Award: Requirements for Executing

When FTA is satisfied with an application and sufficient funding is available, FTA will award funds for the Project.

After FTA has awarded funds for the Project, the Recipient should execute (PIN) the Award. When FTA and the Recipient enter their PINs for the Award, they are consenting to the terms and conditions of the Agreement governing the Project. The type of Agreement reflected in the "Award" tab page of the Execute Award window is determined by the selection made from the Project Type dropdown list in the Project Information window (*e.g.*, Grant Agreement, Cooperative Agreement, Other Transaction, *etc*.). The Government may withdraw its obligation to provide financial assistance if the Recipient does not execute the Award within 90 days after the "Obligation Date" (*i.e*., the date on which the authorized FTA official PINed the award). The Agreement reflects dates when the FTA Official made the award and when the Recipient executed the Award.

The Recipient agrees to undertake and complete the Project, and provide for the use of Project facilities and equipment, in accordance with the terms of the Agreement or Agreement, the Approved Project Budget, the Project or Program schedules, and all applicable laws, regulations, U.S. DOT and FTA directives, and published Federal policies.

U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 49 C.F.R. Part 18 apply to a grant or cooperative agreement with a Recipient that is a state, local or Indian tribal government. U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations," 49 C.F.R. Part 19 apply to a grant or cooperative agreement with a Recipient that is an institution of higher education or a nonprofit organization.

Execution (Execute Award)

1. A Recipient organization should execute an FTA award within ninety days of its approval. To execute VA-90-X209-00, the Recipient user with award execution privileges clicks **Execution** in the navigational menu, and then queries the project (see Figure 1).
2. For an award that has no supplemental agreement, the Execute Award screen opens with two tab pages. The Summary tab contains information about the project. The Award tab contains the agreement, and an entry field for the Recipient to PIN the award.

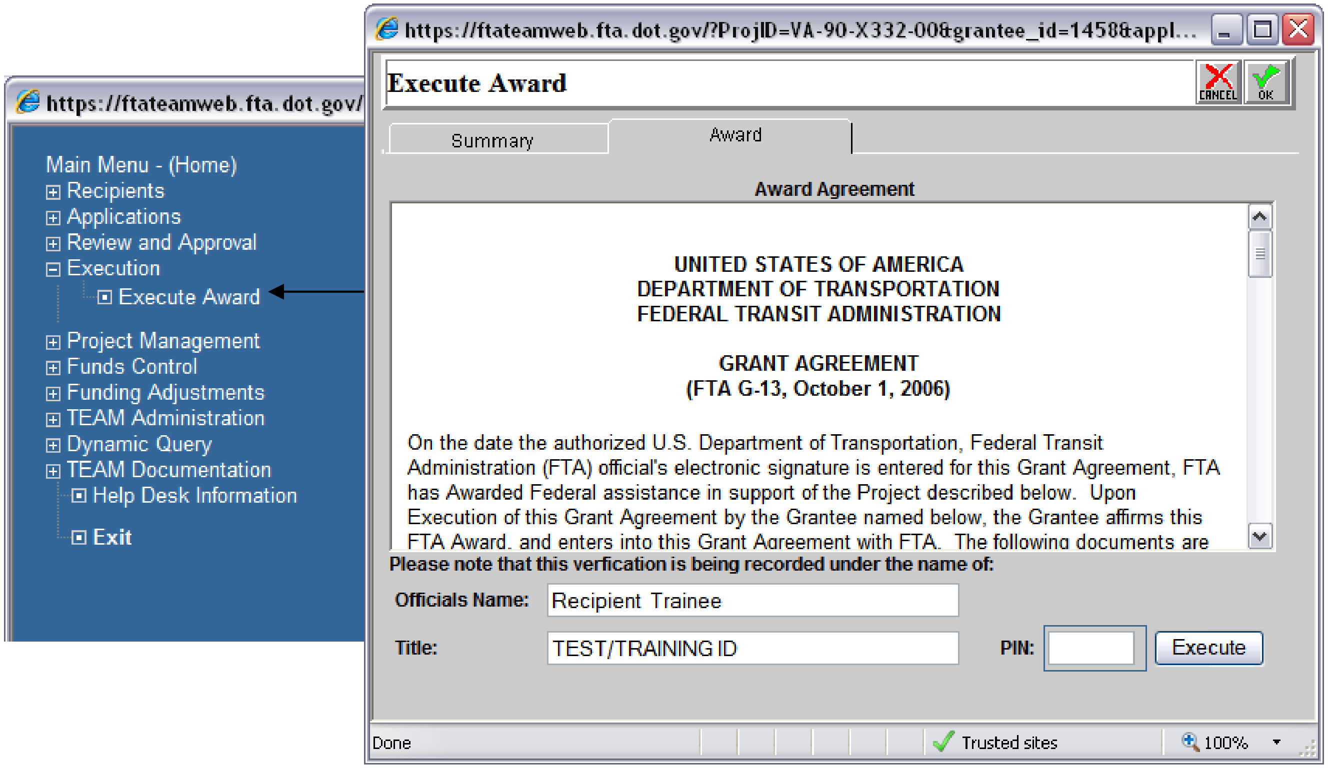


Figure 1

Note: An award with a supplemental agreement includes another tab for the Designated Recipient. The Designated Recipient must PIN the agreement before the Recipient official executes the agreement. A project must be executed before funds can be drawn on/ disbursed.

Execute Award – Summary Tab

Figure 2 illustrates the Summary Tab of the Execute Award feature and its read-only information.

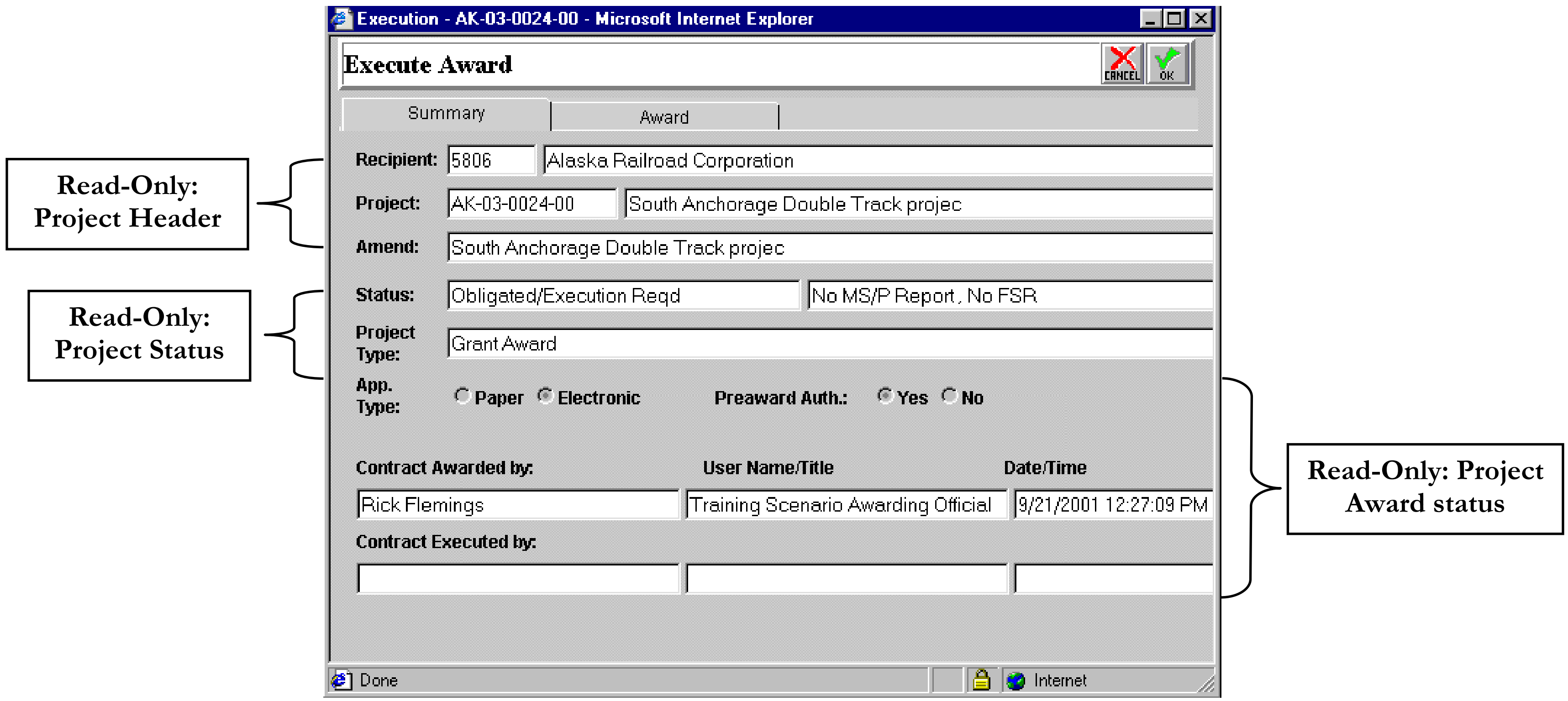


Figure 2

Execute Award – Award Tab

1. The **Award** tab has the Award Agreement information. Enter the PIN number and click **Execute** (see Figure 3). Note that only authorized officials have a PIN for executing an award.

2. A pop-up message appears indicating that the project was successfully executed; click **Close** and TEAM-Web returns to the Project Query Results window. The status in the Project Details now reads 'Active'.
3. Any execution transactions are sent nightly to the accounting system (Delphi) in preparation for future draw down/disbursement requests.

Figure 3

Execute Award – Supplemental Agreement

- The **Supplemental Agreement** tab is used when there is a supplemental agreement (the Supplemental Agreement Tab will not appear unless a supplemental agreement is required – see Figure 3 for when one is not required, and Figure 4 for when one is required). In this case, the Designated Recipient must PIN the grant before the Recipient may PIN the grant.

- Supplemental agreements are only permitted for section 90 (statute 49 USC 5307 – Urbanized Area Formula from the ‘Sec of Statute’ dropdown) grant awards where the Recipient applying for the grant has specified that it have a designated Recipient.
- **Supplemental Agreement** is selected in the General tab of the project information and initially when the project is created.
- If a section 90 section of statute is selected, the supplemental agreement radio buttons will be modifiable fields, but still default to “No” with the option of selecting “Yes.” (Note: if a Section of Statute for a section other than 90 is selected, these radio buttons will be read only/ grayed out).
- Once FTA awards the project, the status becomes ‘Sup Agrmt Execution Req.’
- The Designated Recipient will PIN the award, and then the Recipient will execute the grant.
- If the Supplemental Agreement option is not marked on the Project Information page, it can be selected by a Recipient user prior to submission of the application. Afterwards, FTA staff can make the selection in the Project Information screen or in the Reservations screen at the time of fund(s) reservation.

Figure 4

1. From the main menu click on Recipients, query for the desired recipient, and click on Modify Recipients.
2. Enter the Designated Recipient’s ID in the **Designated Recipient** field (see Figure 5).

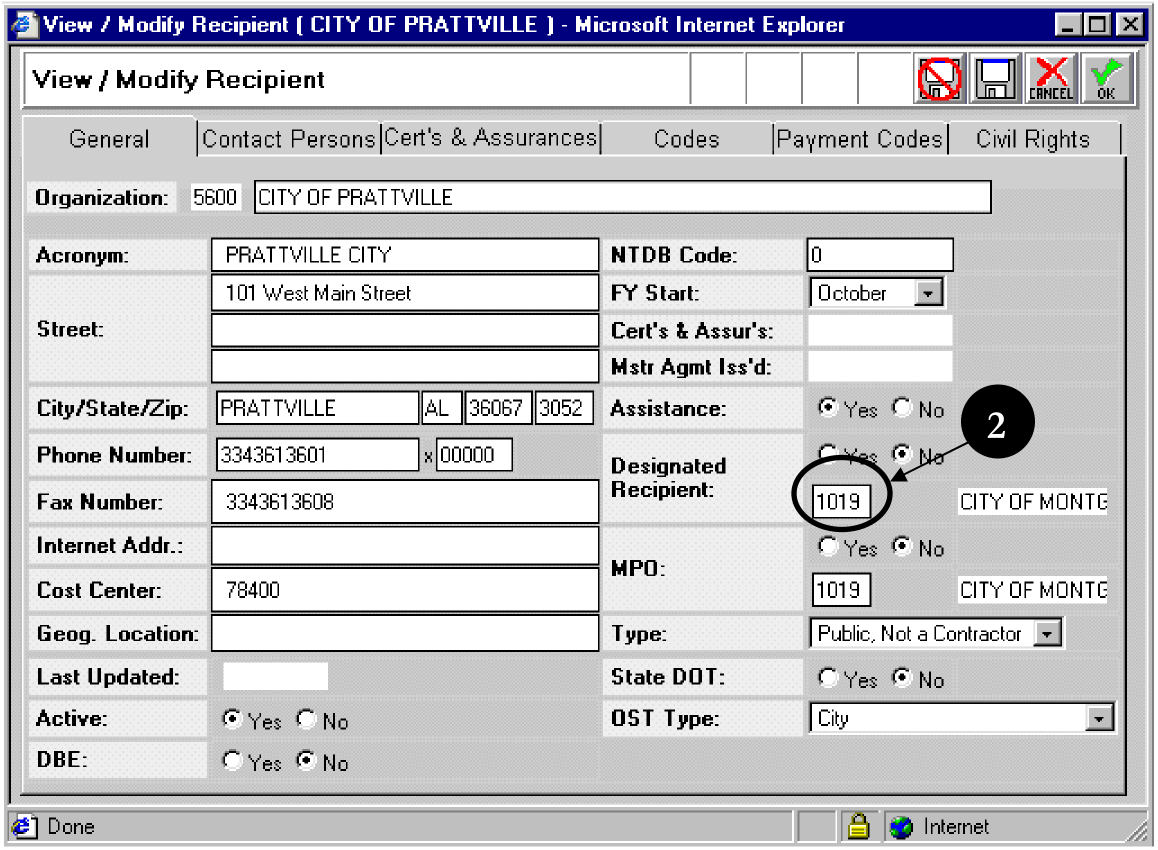


Figure 5

3. If Section 90 was chosen, the Supplemental Agreement radio buttons are modifiable, but will default to "No."

4. You may select the Supplemental Agreement option at this time by selecting the "Yes" radio button (see Figure 6)

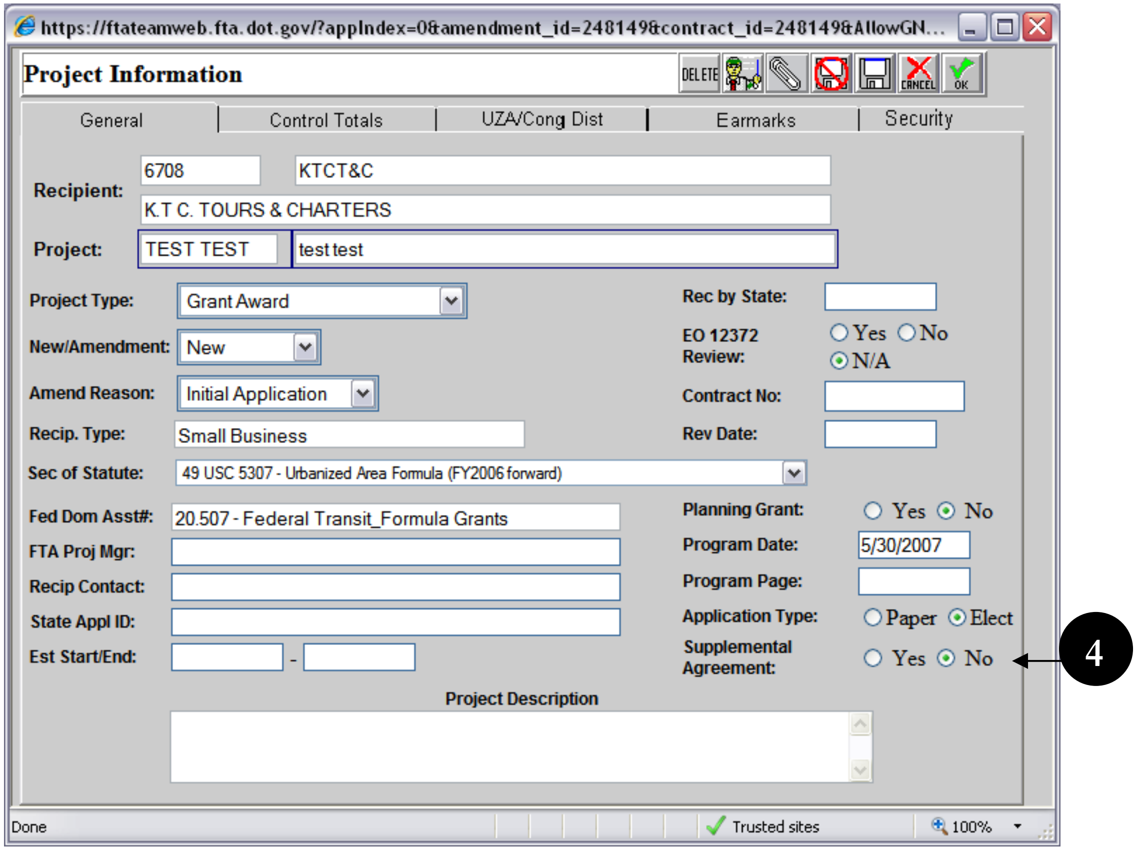


Figure 6

5. The Supplemental Agreement must be PINNED by the Designated Recipient.
6. Before the Designated Recipient can PIN the Supplemental Agreement, the status should read: "Obligated/Sup Agmt Execution Reqd" (see Figure 7)

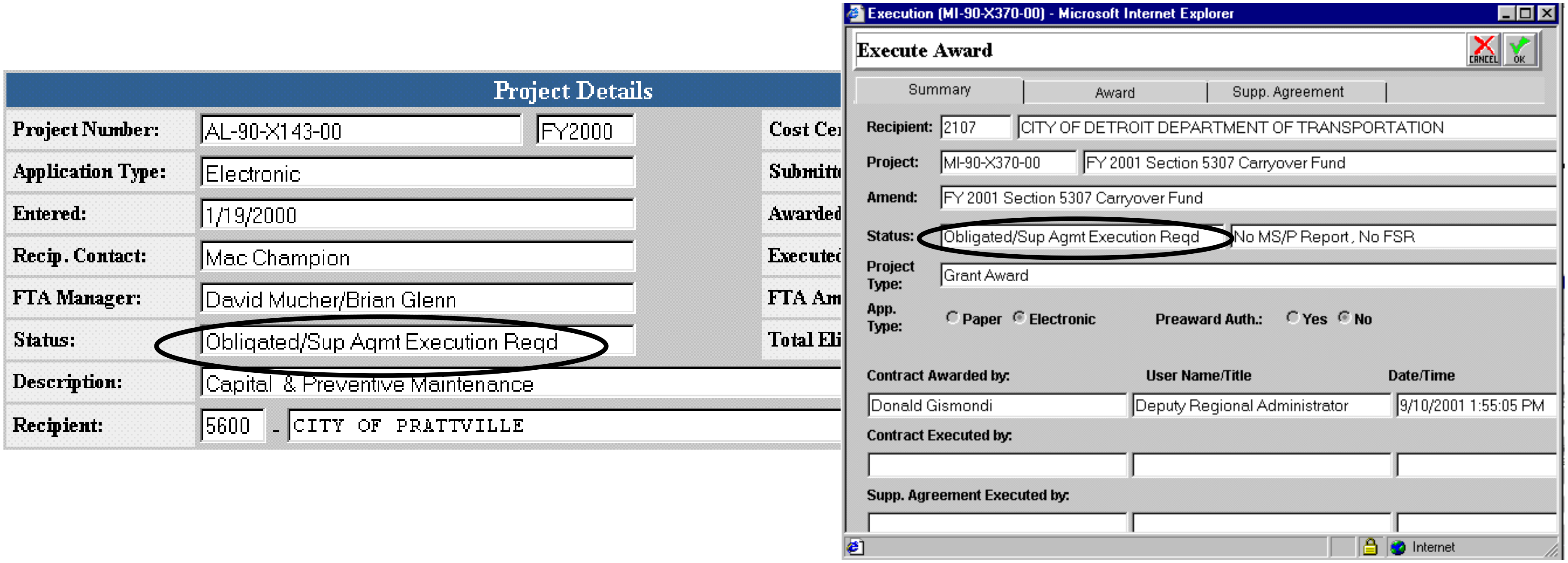


Figure 7

7. The Designated Recipient will have rights to PIN the award at the bottom of the screen in the Supp. Agreement Tab (see Figure 8)
8. Once the Designated Recipient has entered his or her PIN, the Recipient can return to the Award Tab and PIN.


https://ftateamweb.fta.dot.gov/?ProjID=IL-90-X574-00&grantee_id=5809&appln...
Execute Award
CANCEL
OK
Summary
Award
Supp. Agreement
Supplemental Agreement
UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
SUPPLEMENTAL AGREEMENT
(Attachment to FTA G-13, October 1, 2006)
The Federal Transit Administration is required by 49 U.S.C. § 5307 to enter into a formal agreement with the Designated Recipient for projects that the Designated Recipient does not carry out directly. Under this Grant Agreement, the Grantee is not the Designated Recipient. Therefore, in accordance with 49 U.S.C. § 5307, the Designated Recipient hereby agrees to permit the Grantee under this Grant Agreement to receive and dispense the
Please note that this verfication is being recorded under the name of:
Officials Name:
Recipient Recipient
Title:
TEST/TRAINING ID
PIN:
Execute
Done
Trusted sites
100%

Figure 8

Index

TEAM-Web User Guide

Chapter 8
Project Management

By:
QSSI

Version: 2.03
Date: 02/29/2008

Chapter 8 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates. Updates to the new closeout process	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/05/2007	Continued formatting changes and updates	Travis Klein
2.02	06/06/2007	Indexing and referencing	Travis Klein
2.03	02/29/2008	Minor reference and wording modifications	Travis Klein, Patty String

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

Chapter 8 Table of Contents

Project Management

Overview

This chapter will cover the following project management features in TEAM-Web: Financial Status Report, Milestone/Progress Report, Revise Project Budget, Approve Budget Revision, Project Funds/Status, FPC Transfer, Project Info, and New Closeout.

Financial Status Report

The Financial Status Report (FSR) is one of the two reports (usually quarterly), which are required to be filed by Recipients of FTA funds for active/executed projects. The FSR is generally submitted before the Milestone progress/Report.

1. The FSR page permits multiple updates as invoices come in (when saved as a Work In Progress). The user has 30 days to Submit. Once submitted and past the reporting period, the information can be viewed but not changed. From the navigational menu, click Project Management and query your project (see Figure 1).
2. Click Financial Status Report. The FSR page has a Summary, Financial Status, and Remarks & Comments tab.

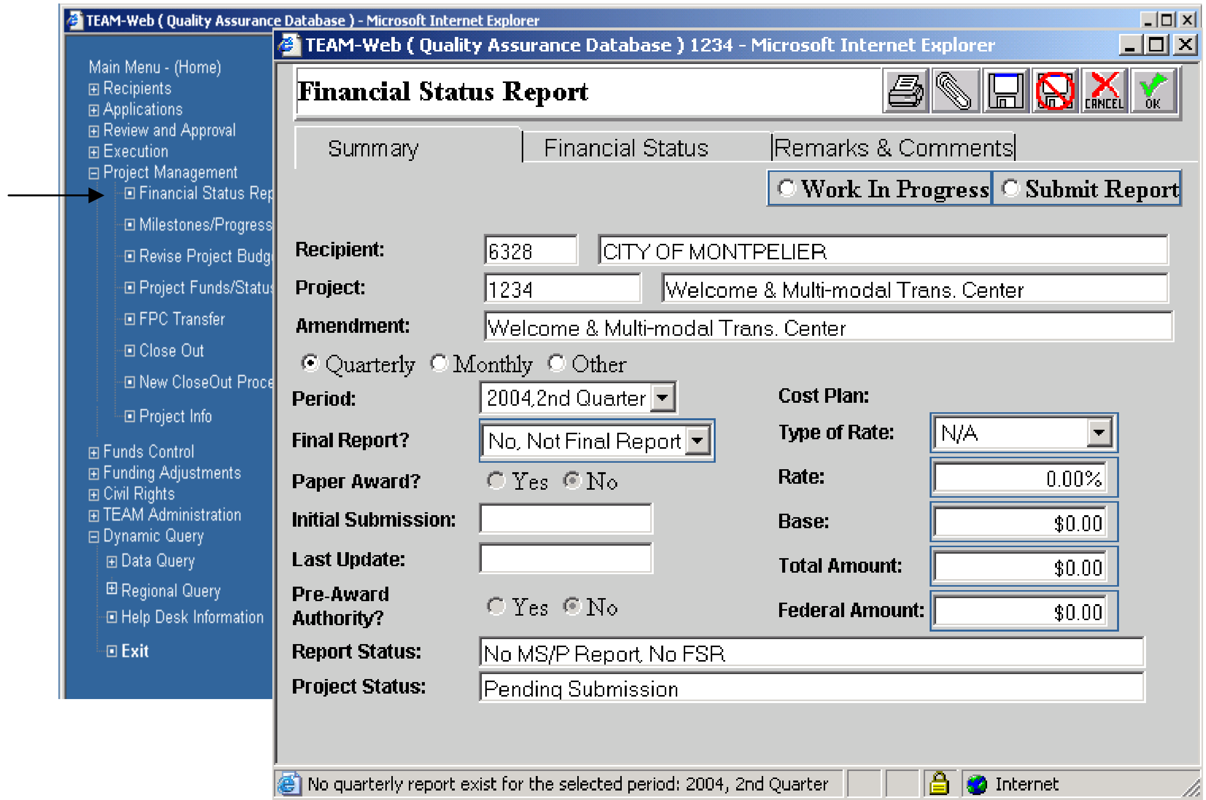


Figure 1

Summary Tab

3. The Summary tab provides basic information (see Figure 1), with entry fields for the Period of the FSR, Initial Submission and Last Update dates, selection for whether or not it is a Final Report, selections for whether it is a Paper Award or requires Pre-Award Authority, and other relevant summary information. This tab is also where you mark whether the report is to be submitted by selecting **Submit Report**, or save as un-submitted by selecting **Work In Progress**.
4. The Summary tab also displays the Recipient Information, Report Status, and Project Status. Fields with a blue border may be edited

Financial Status Tab

5. The Financial Status tab is used to prepare financial status reports (see Figure 2). The financial status report provides a snapshot of funds drawn and/or encumbered through the latest reporting period based on Line H (Total Federal Funds - net project obligations). Again, entry fields appear with a blue border. Total amounts can be entered in the Cumulative column, or current-period amounts in the This Period column (if applicable).
   - **a.** The **Previous** column displays total amounts through the last report submitted.
   - **b.** The **This Period** column displays the current-period totals, which is the cumulative minus the previous amounts.
   - **c.** The **Cumulative** column is the total amounts, adding the previous plus the current period amounts.

6. Enter amounts for any or all of Lines A (Total Outlays), B (Recipient Share of Outlays), D (Total Unliquidated Obligations), and E (Recipient Share of Unliq. Oblig.) in the Cumulative column. TEAM-Web will compute all other lines (C, F – I) based on your entries.

7. Once submitted, the Cumulative amounts in Lines A, B, and C carry forward to the Previous column when the TEAM-Web FSR is opened for the next reporting period

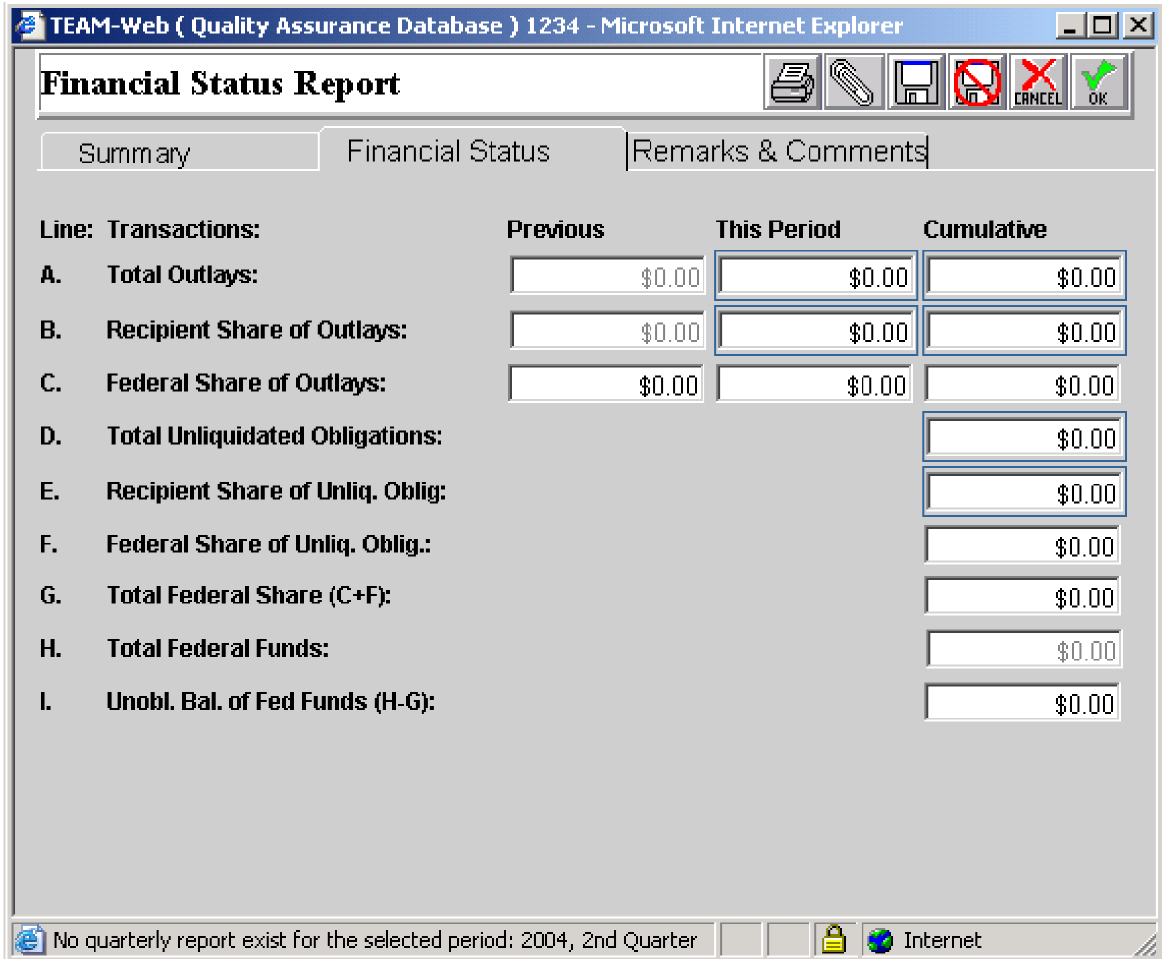


Figure 2

Remarks & Comments Tab

8. The Remarks and Comments tab (see Figure 3) is used to enter additional information pertaining to the FSR. Two boxes are available for entering comments; one is for Recipient comments and one is for FTA comments.

9. Click the paperclip icon to attach additional files (of any type, such as spreadsheets, word processing documents, pictures, etc) to the project.

Note: The option to select Work In Progress or Submit are displayed at the top of the Summary tab (the default is Work In Progress)

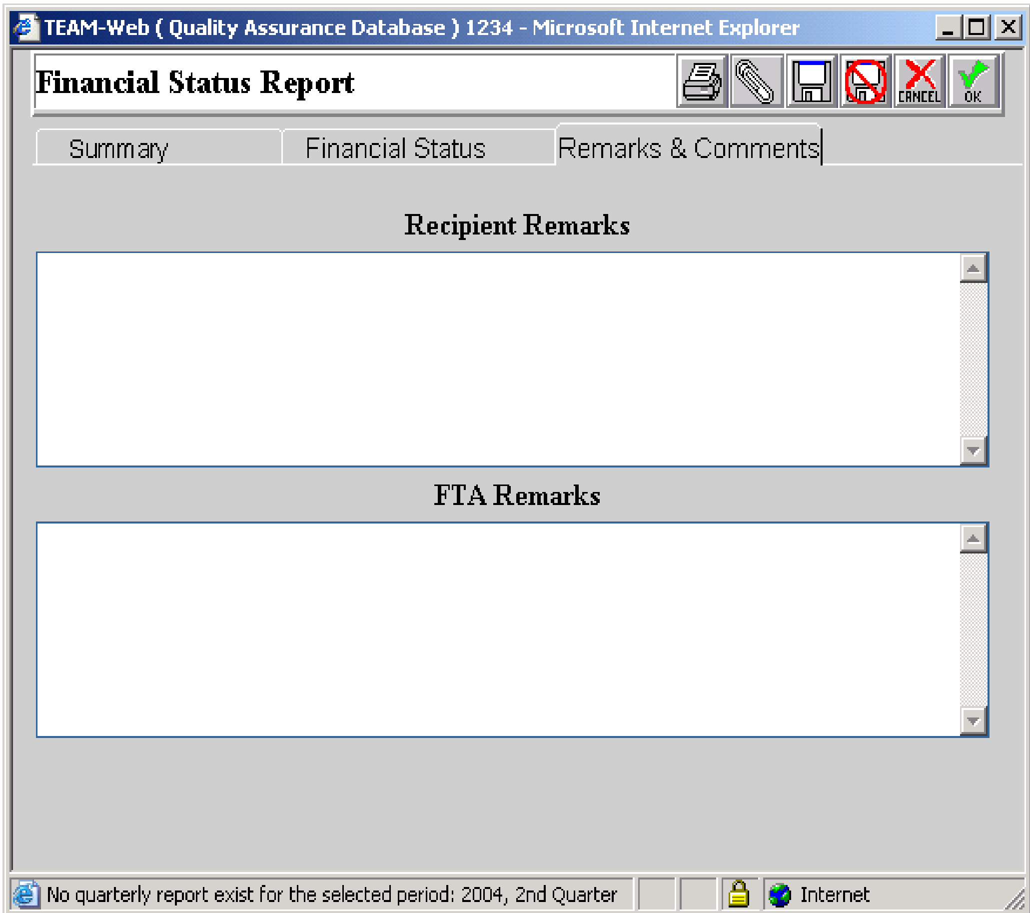


Figure 3

Additional Notes:

- If you have pre-award authority then you must submit an FSR. If you have not incurred costs, you must submit a $0 FSR.
- You must enter information in rows A and B in if you have incurred pre-award costs.

- You must enter information in rows D and E for total and local amounts for contracts awarded but not yet paid (only for the end of the quarter).
- The TEAM-Web system will calculate the federal share of these costs. Click the Save icon to save your information
- Subsequent FSRs can be submitted by putting information into the cumulative column in the FSR financial status screen.
- Prior financial status reports will only open in read-only mode; no changes can be made to previous quarter reports.

Milestone/Progress

The Milestones/Progress Report is the other (usually quarterly) report, aside from the Financial Status Report, that is filed by Recipients of FTA funds for active/executed projects. The Milestone/Progress Report is used to track progress at the budget level. It is initially based on the Milestone schedule completed when the application is first created, submitted, and approved. Milestones are required for rolling stock and other activities at the ALI level. The system also allows for Milestones to be added at the project and Scope levels.

1. Click Project Management in the navigational menu to query for your project (if necessary), and then select Milestone/Progress (see Figure 4). The Milestone/Progress Report page is where most reporting is performed. Previous quarters may be viewed but not changed. There are options to submit a report monthly, quarterly, or other. There are 2 tabs; the Summary tab provides details on the Recipient, and the Milestone Status tab is used to prepare milestone status reports.

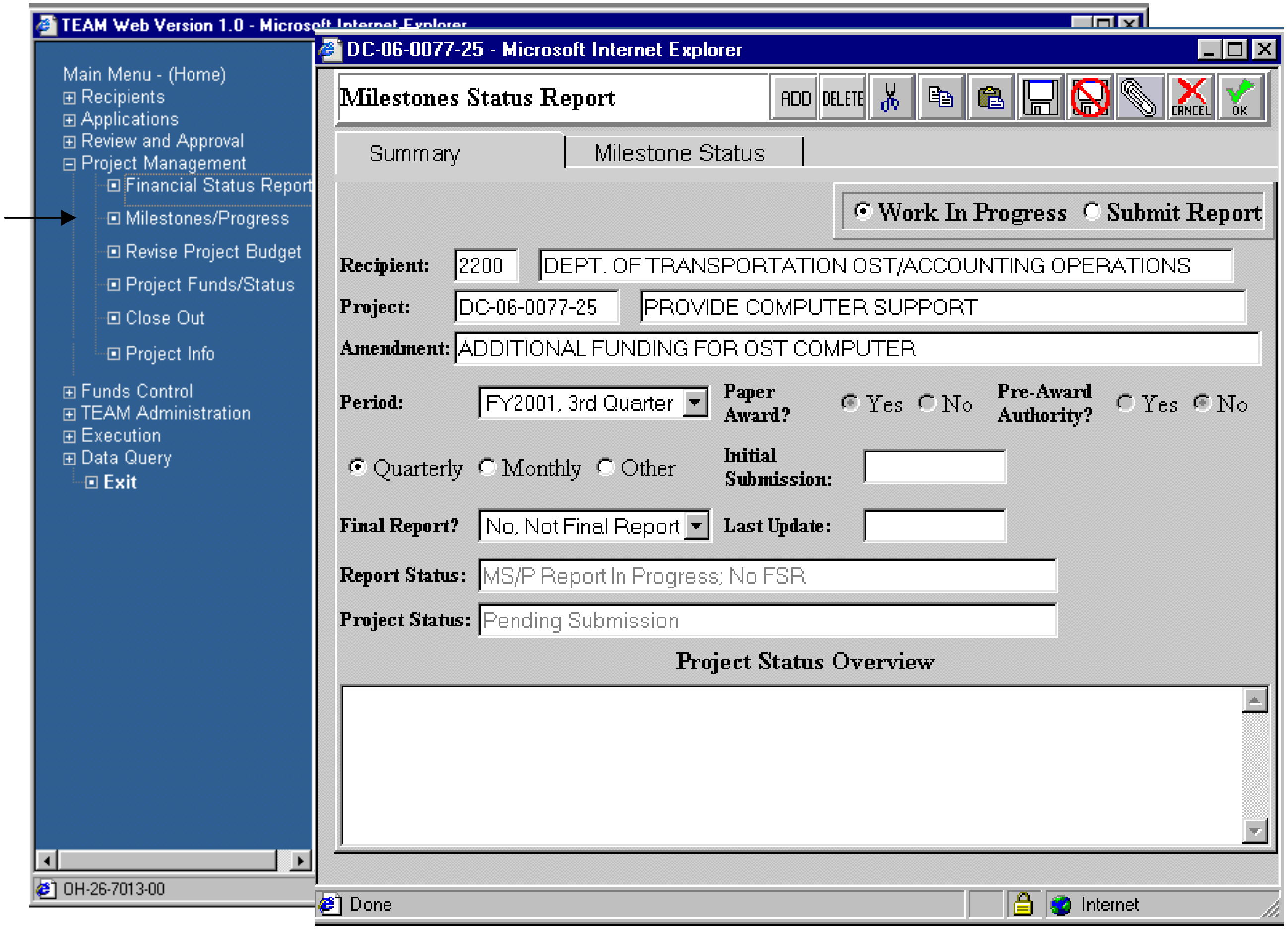


Figure 4

Summary Tab

2. Look at the report status in the **Summary** tab, and then enter information into the Project Status Overview if you have comments about the project (Figure 4).
3. Select the Period and whether or not this is a Final Report. Also add comments as needed to the Project Status Overview field.

4. Select whether the report is to be submitted by choosing either **Submit Report**, or by selecting to save this as a **Work In Progress**.

Milestone Status Tab

5. Click the Milestone Status tab (see Figure 5). This is where you enter a new report or update/add to an existing, current-quarter, "Work In Progress" report.
6. An activity line item summary is displayed at the bottom of this page. Selecting different activity line items will refresh this information to reflect the selected ALI.
7. The 3rd Party Contractor Code dropdown list displays contractors the Recipient may choose for rolling stock purchases.
8. The Navigation and Milestone table lists all current ALIs with Milestones, and is used to select items to view or modify, and to enter estimated, revised, and actual completion dates.
9. The Milestone Detail Description comment field is used for entering additional information about a specific Milestone. The Milestone Progress comment field is used for entering an explanation for the revised date on a specific Milestone.
10. To update the latest report, select an ALI (or a Scope) from the Table.
11. Milestones are tracked by activity and date – Orig. Est. Comp. Date (from original Milestones schedule), Rev. Est. Comp. Date, and Actual Comp. Date. Click the entry field on the selected ALI's row in the Revised Completion Date column and enter the revised date.
12. Click the entry field on the selected ALI's row in the Actual Completion Date column, and enter the actual date.
13. If you selected Rolling Stock vehicle purchases, you must enter a contractor code for those Milestones. Click on the Milestone and select a contractor from the 3rd Party Contractor Code dropdown list at the bottom of the page.
14. Click OK to save your Milestone Progress Report

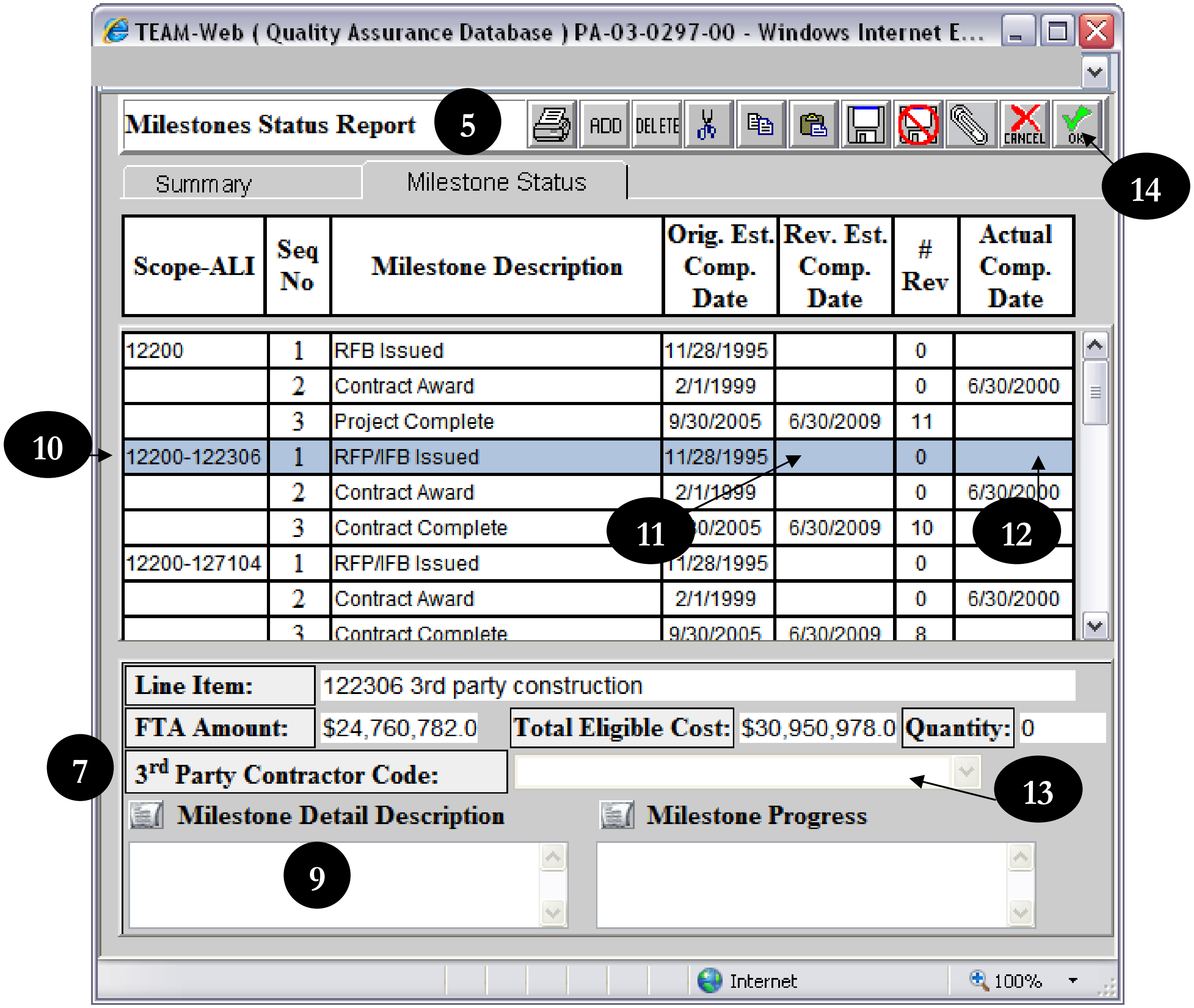

TEAM-Web (Quality Assurance Database) PA-03-0297-00 - Windows Internet E...
Milestones Status Report
5
ADD
DELETE
CANCEL
OK
14
Summary
Milestone Status
Scope-ALI
Seq No
Milestone Description
Orig. Est. Comp. Date
Rev. Est. Comp. Date
Rev
Actual Comp. Date
12200 1 RFB Issued 11/28/1995 0
2 Contract Award 2/1/1999 0 6/30/2000
3 Project Complete 9/30/2005 6/30/2009 11
10
12200-122306 1 RFP/IFB Issued 11/28/1995 0
2 Contract Award 2/1/1999 0 6/30/2000
3 Contract Complete 6/30/2009 10
11
12
12200-127104 1 RFP/IFB Issued 11/28/1995 0
2 Contract Award 2/1/1999 0 6/30/2000
Line Item: 122306 3rd party construction
FTA Amount: $24,760,782.0
Total Eligible Cost: $30,950,978.0
Quantity: 0
7
3rd Party Contractor Code:
13
Milestone Detail Description
Milestone Progress
9
Internet
100%

Figure 5

Notes: In TEAM-Web, there is a choice for selecting Monthly Report, Quarterly Report, or Other. Previous quarter information may not be modified, but may be viewed. Standard Milestones (rolling stock – buses, rail cars, ferries) cannot be deleted, and when standard Milestone 2 – Contract Awarded has an "Actual Comp. Date" entered, then a 3rd Party Contractor Code must be selected.

Revise Project Budget

Revising the project budget involves shifting funds between Activity Line Items. You are not able to reduce Federal funds in a budget revision. Both increases and reductions in funds will require an amendment, as will changes in Scope. If there is a drastic change when shifting funds between ALIs, this will also require an amendment. FTA regional offices will decide if an amendment needs to be created for budget revisions that involve shifting funds.

1. Query your project under Project Management (see Figure 6)
2. Click Revise Project Budget on the navigational menu

Summary Tab

3. The first tab displayed is the Summary tab (Figure 6). This tab provides information about the budget revision, and basic header information on the project.
4. If there is no current pending revision, the screen opens with the Revision # field defaulting to "Rev. No.: X (Current-New Request)". Begin your revision by providing text in the Reason field.
5. When a revision is performed, the Created field is populated with the name of the user creating the revision and the date of the revision. When it is submitted for FTA review/approval, the Submitted field is populated with the submitting user's name and the date of submission. Once approved by FTA, the Approved field is likewise populated with the FTA official's name and the date of approval.

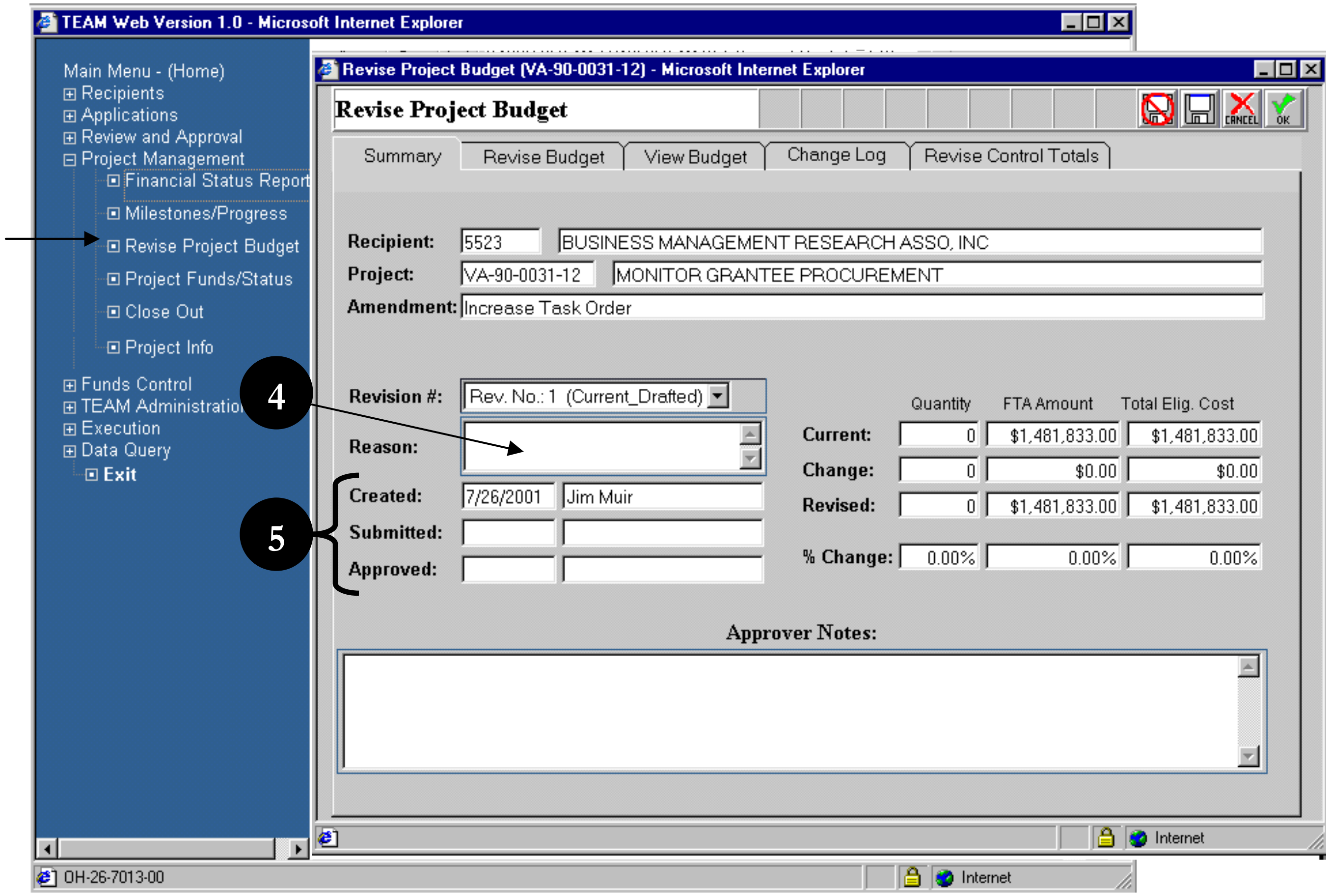


Figure 6

Revise Budget Tab

6. Click the Revise Budget tab (see Figure 7). This tab is where fund amounts may be shifted from one ALI to another ALI.
7. The current budget appears on the left side of the page. The revision table on the right is used to enter budget and quantity revision amounts. Select an existing ALI and make the necessary changes.
8. Enter a justification for the budget revision in the Details entry field.

9. Check the Reviewer Messages field for automatically updated information and results from the Application Reviewer. This review adheres to budget revision request requirements.
10. When shifting funds between ALIs, go to the ALI that you will be adding funds to, and add the shifted amount to the current amount. Then go to the ALI that you will be removing funds from, and subtract the shifted amount from the current amount.
11. For a shifting of funds, reduce the funds in the FTA column only.
12. To add an ALI, click the "Add" button and add the ALI number in the Budget Activity field
13. Tab or click out of the field and the default Activity Line Item Description appears; add appropriate quantity and cost figures (and AFC, if necessary), and provide a Details justification for the added ALI.
14. As with the budget, you can click the Magnifying Glass icon and select an existing Scope in the Budget Details screen. You can select individual ALIs from the folders by selecting an ALI, then clicking on the right arrow. Click OK to return to the Revise Budget page, and enter the necessary data and text for the new ALI(s). (Note: See the Budget section of Chapter 4 for more details)
15. Project Control Totals and Difference amounts appear at the top of the screen showing any changing differences, as existing ALIs are modified or deleted and/or new ones added. The goal is a balanced (no Difference amounts), revised budget.

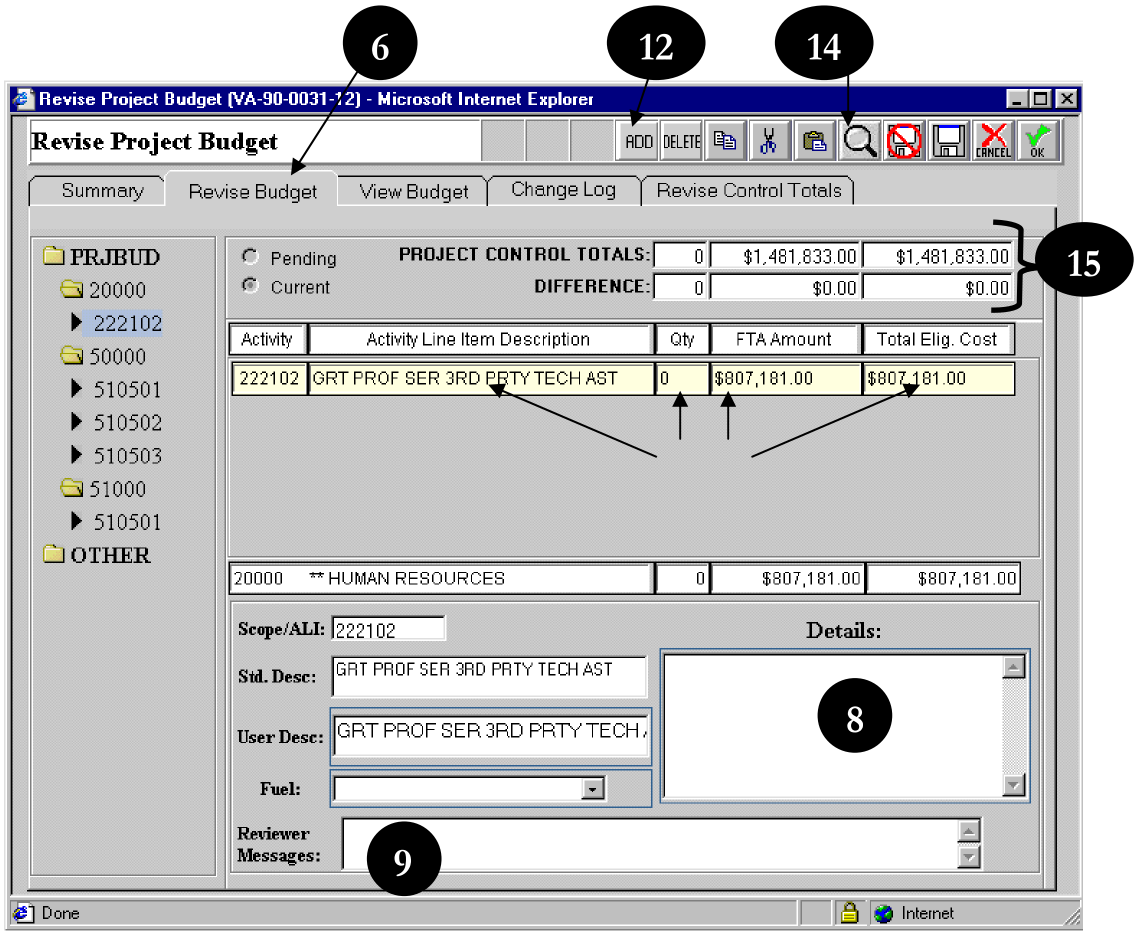
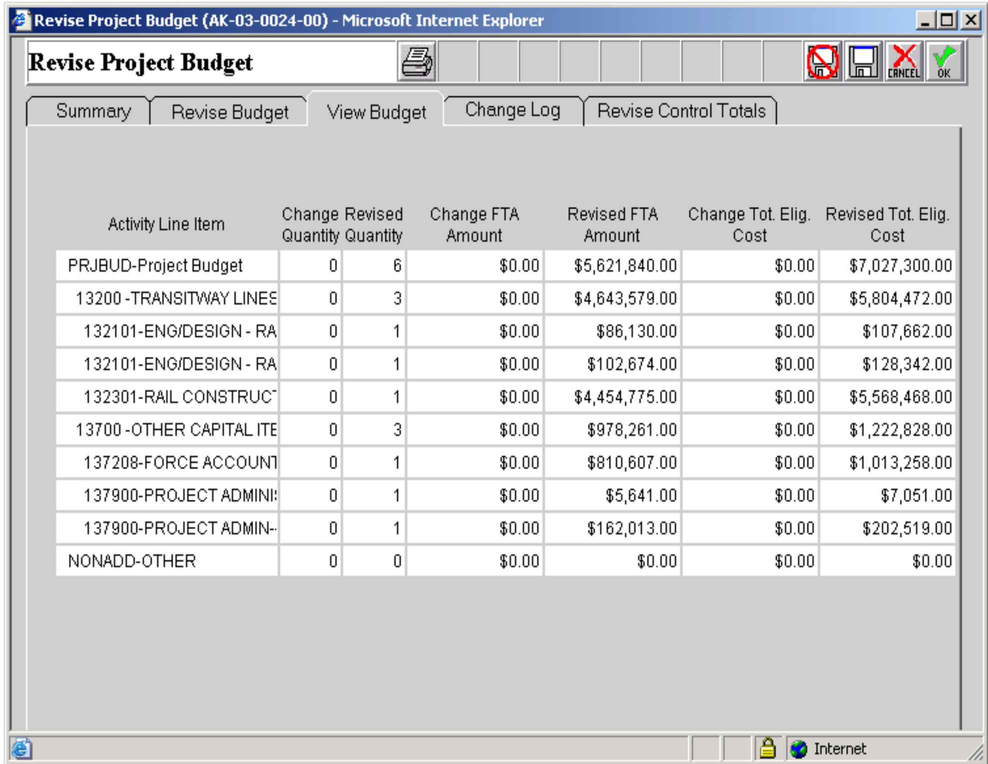


Figure 7

View Budget Tab

16. Click the View Budget tab (see Figure 8). This tab permits viewing the current (proposed) budget in spreadsheet format. Note that no modifications may be made on this tab.



Activity Line Item	Change Quantity	Revised Quantity	Change FTA Amount	Revised FTA Amount	Change Tot. Elig. Cost	Revised Tot. Elig. Cost
PRJBUD-Project Budget	0	6	$0.00	$5,621,840.00	$0.00	$7,027,300.00
13200 -TRANSITWAY LINES	0	3	$0.00	$4,643,579.00	$0.00	$5,804,472.00
132101-ENG/DESIGN - RA	0	1	$0.00	$86,130.00	$0.00	$107,662.00
132101-ENG/DESIGN - RA	0	1	$0.00	$102,674.00	$0.00	$128,342.00
132301-RAIL CONSTRUC	0	1	$0.00	$4,454,775.00	$0.00	$5,568,468.00
13700 -OTHER CAPITAL ITE	0	3	$0.00	$978,261.00	$0.00	$1,222,828.00
137208-FORCE ACCOUNT	0	1	$0.00	$810,607.00	$0.00	$1,013,258.00
137900-PROJECT ADMINI	0	1	$0.00	$5,641.00	$0.00	$7,051.00
137900-PROJECT ADMIN-	0	1	$0.00	$162,013.00	$0.00	$202,519.00
NONADD-OTHER	0	0	$0.00	$0.00	$0.00	$0.00

Figure 8

Change Log Tab

17. Click the Change Log tab (see Figure 9). This tab is also read-only, and allows viewing of the revised line items in the project budget

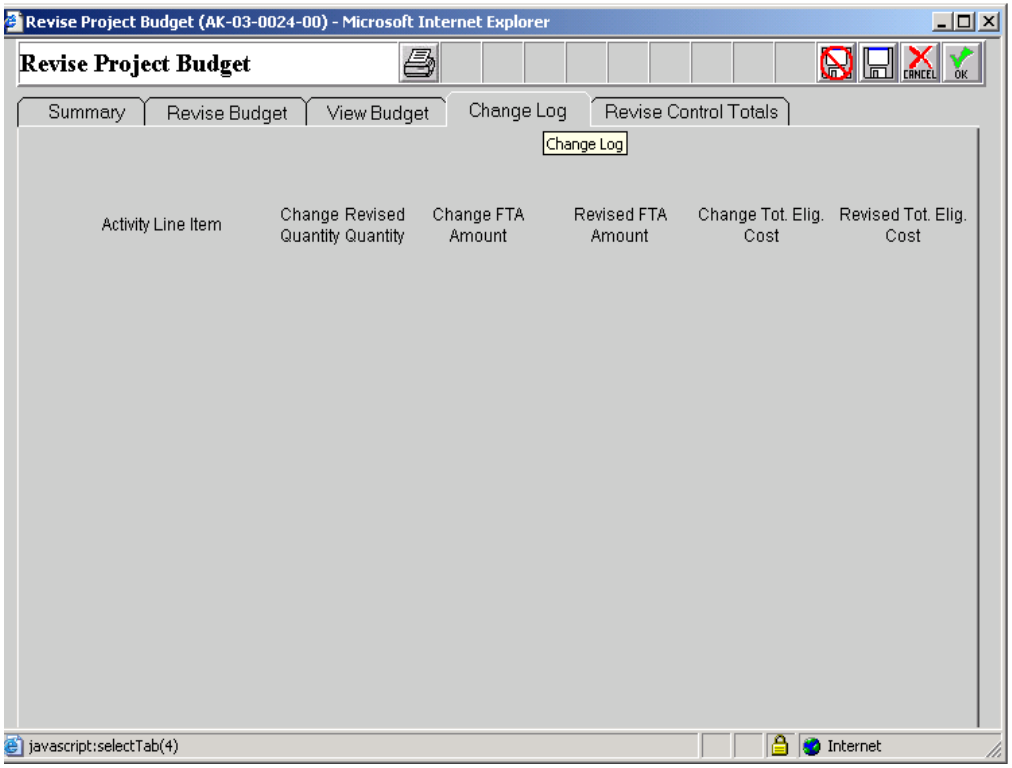


Figure 9

Revise Control Totals Tab

18. The Revise Control Totals tab page presents all the control totals in the Project budget in a spreadsheet format.
19. The view to the left within Figure 10 displays the Change Control Totals. You can change the view by selecting the second radio button to All Control Totals – the view displayed to the right within Figure 10.
20. Please notice that the modifiable fields are "outlined"
21. Click the OK icon to save the new revision or the modified, existing revision. You have the option to save this revision as a Work In Progress, or to submit it
22. After submitting the budget revision, FTA will determine whether or not the revision is approved.

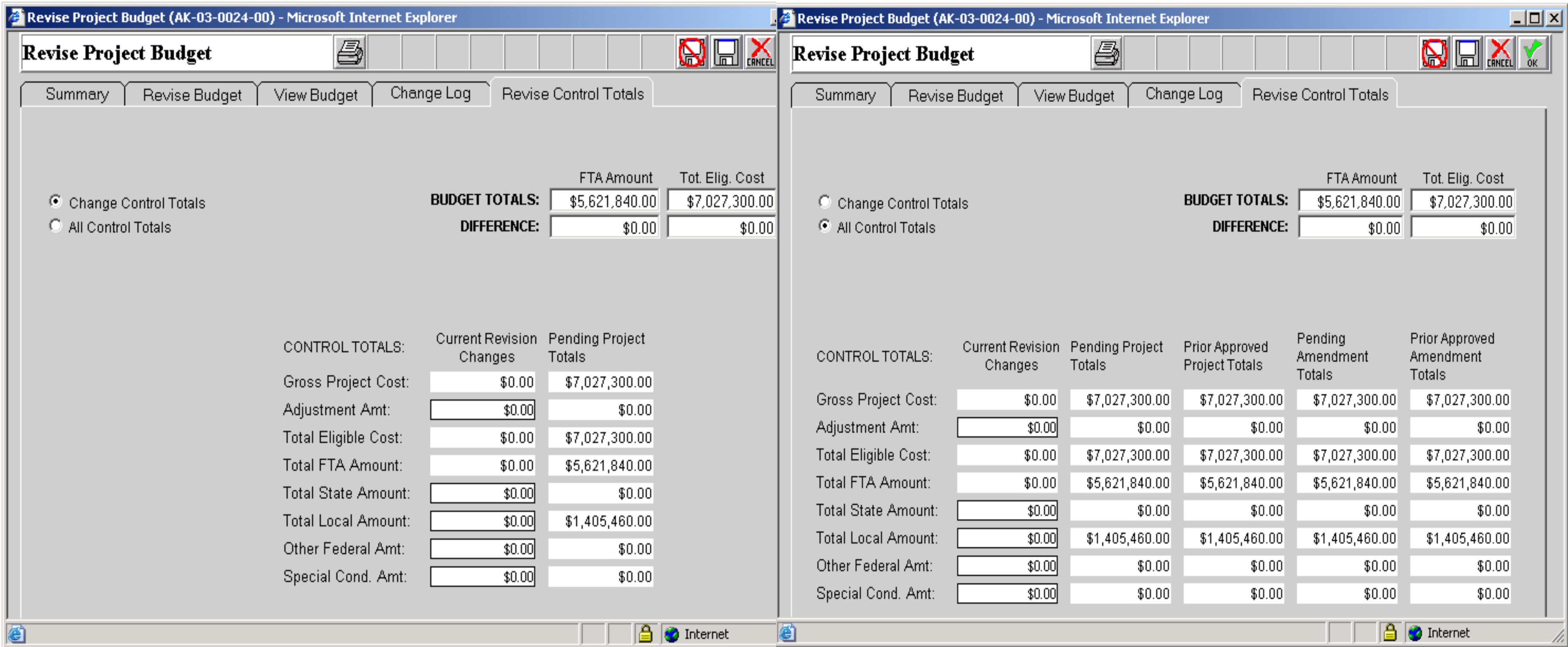


Figure 10

Note: Only non-FTA money may be shifted and/or altered.

Approve Budget Revision

23. For the FTA user to approve the budget revision, they simply have to click on the approve icon identified in Figure 11.
24. Conversely, the FTA can disapprove the revision just as easily with the disapprove icon.
25. After the FTA has approved the budget revision, the screen will update and the approve/disapprove icons will be replaced with an Undo icon. The FTA user can undo their approval action by clicking this.

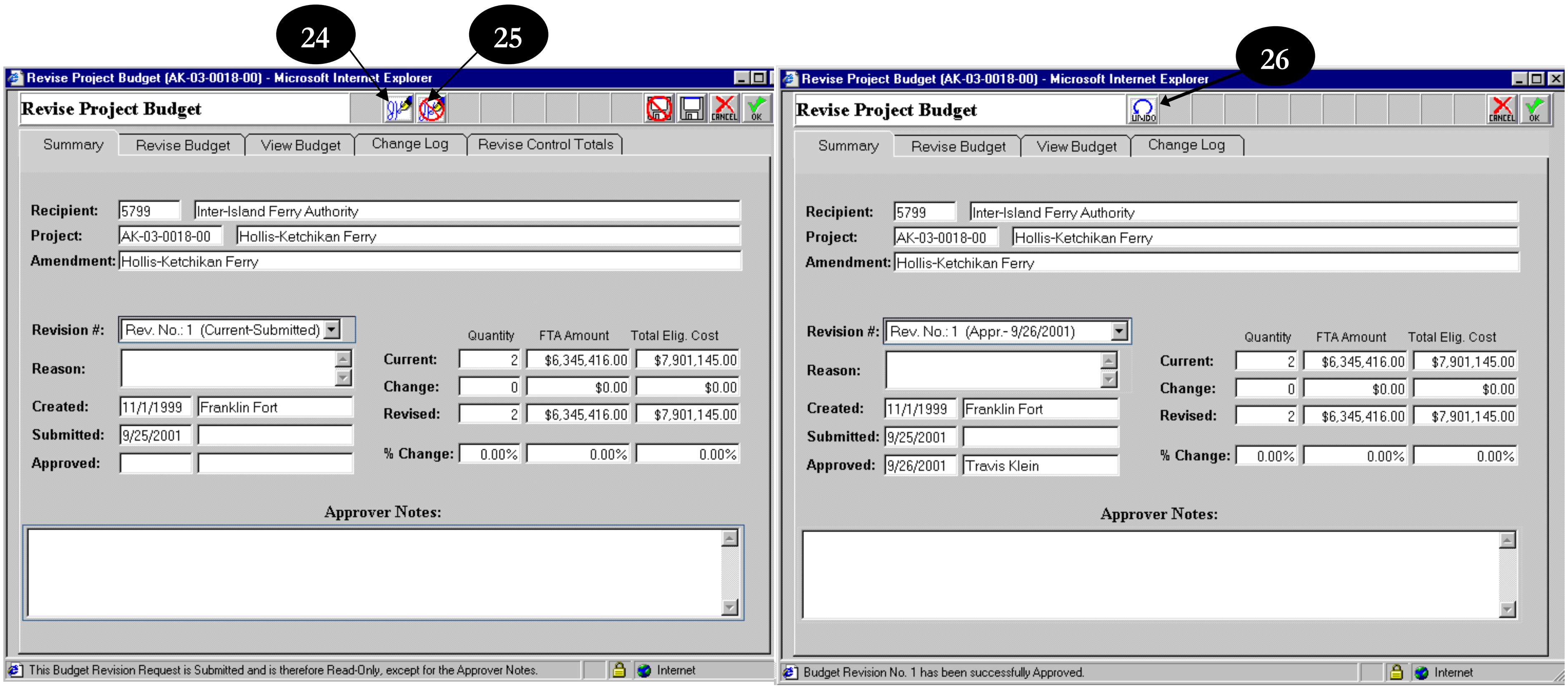


Figure 11

Note: After approving a budget revision that includes a reduction in funds needed, FTA must deobligate funds. See Chapter 6 for deobligation steps.

Project Funds/Status

Summary Tab

1. The Project Funds/Status screen is view only.
2. The Summary tab displays the general information as displayed Figure 12.

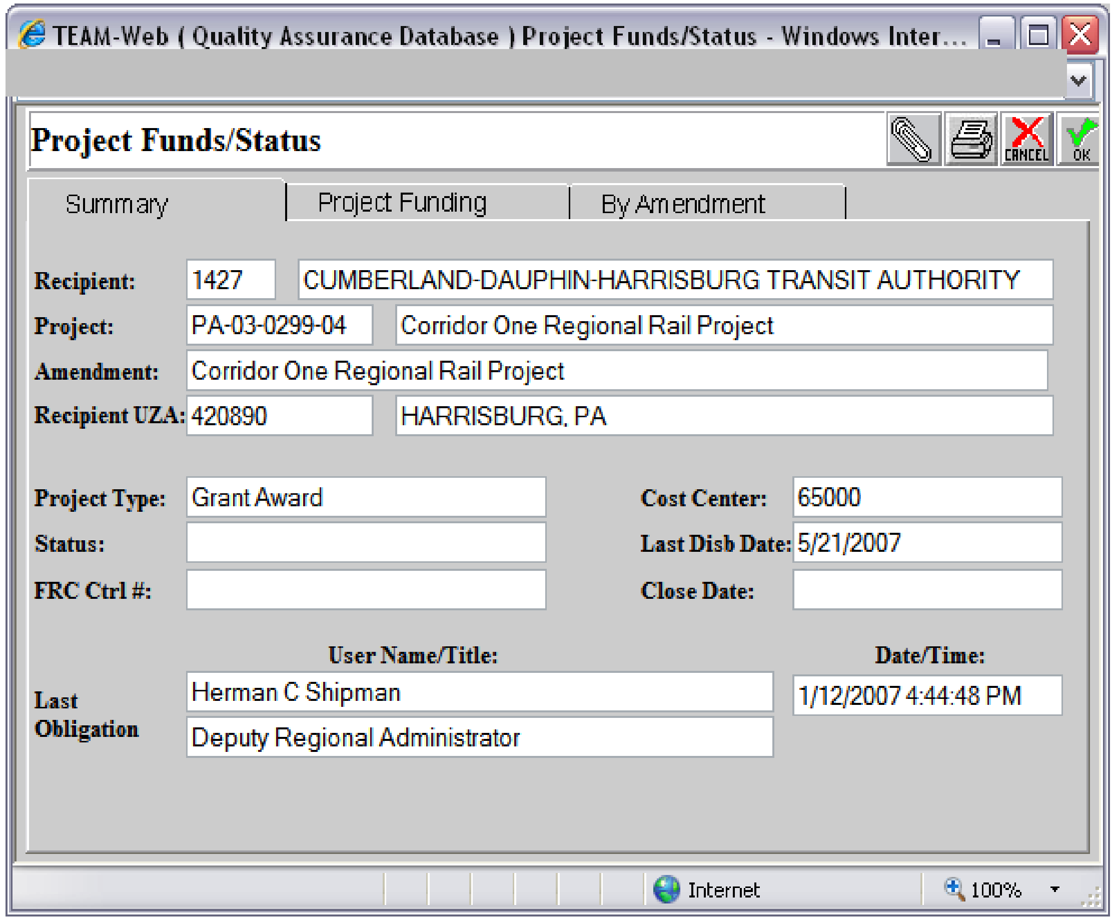


Figure 12

Project Funding Tab

3. The Project Funding tab is also view only (see Figure 13).
4. You can view the data in two different formats: Account Class Code and Financial Purpose Code.
5. Click on the drop down arrow to select the desired view.

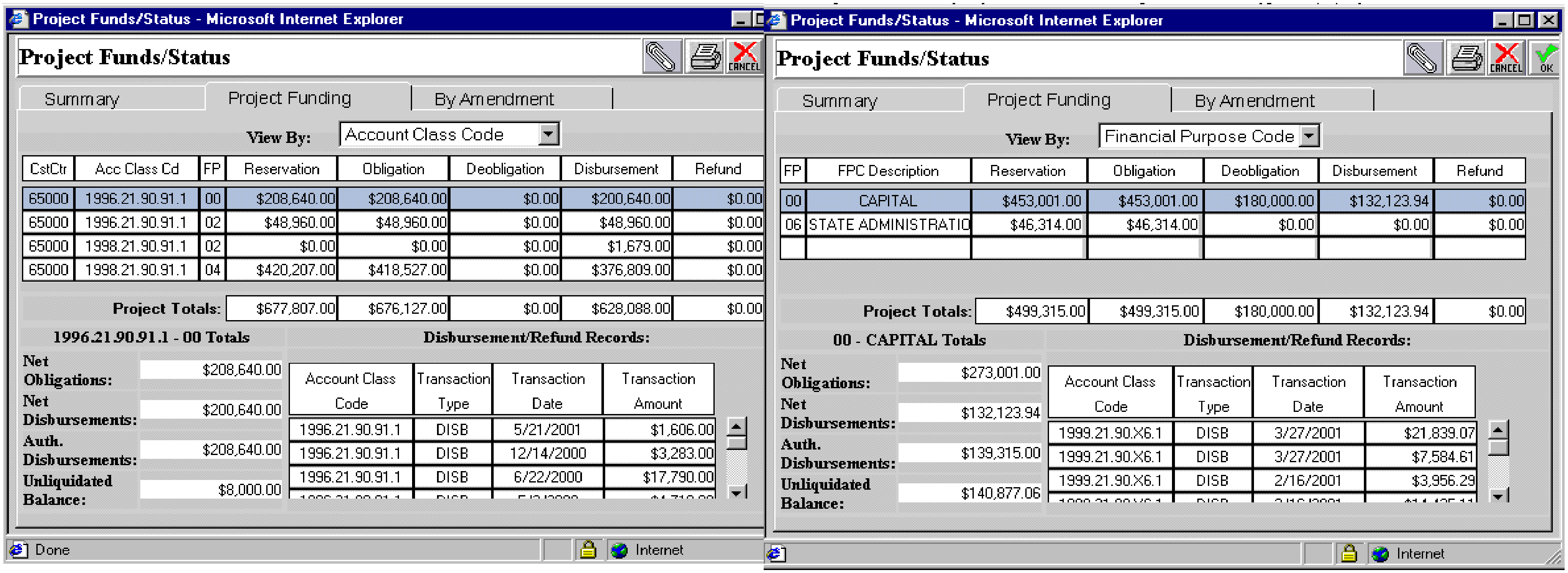


Figure 13

By Amendment Tab

6. The view only By Amendment tab has two drop down options to view data (see Figure 14).
7. Click on the drop down arrow next to Amendment number. Select the last Amendment Number that you would like to view.
8. Click on the drop down arrow next to View. You may choose to view only the selected amendment from the previous drop down screen [Selected Amendment Only], or you may elect to view all of the amendments up to and including the selected amendment [Cumulative to selected Amendment]

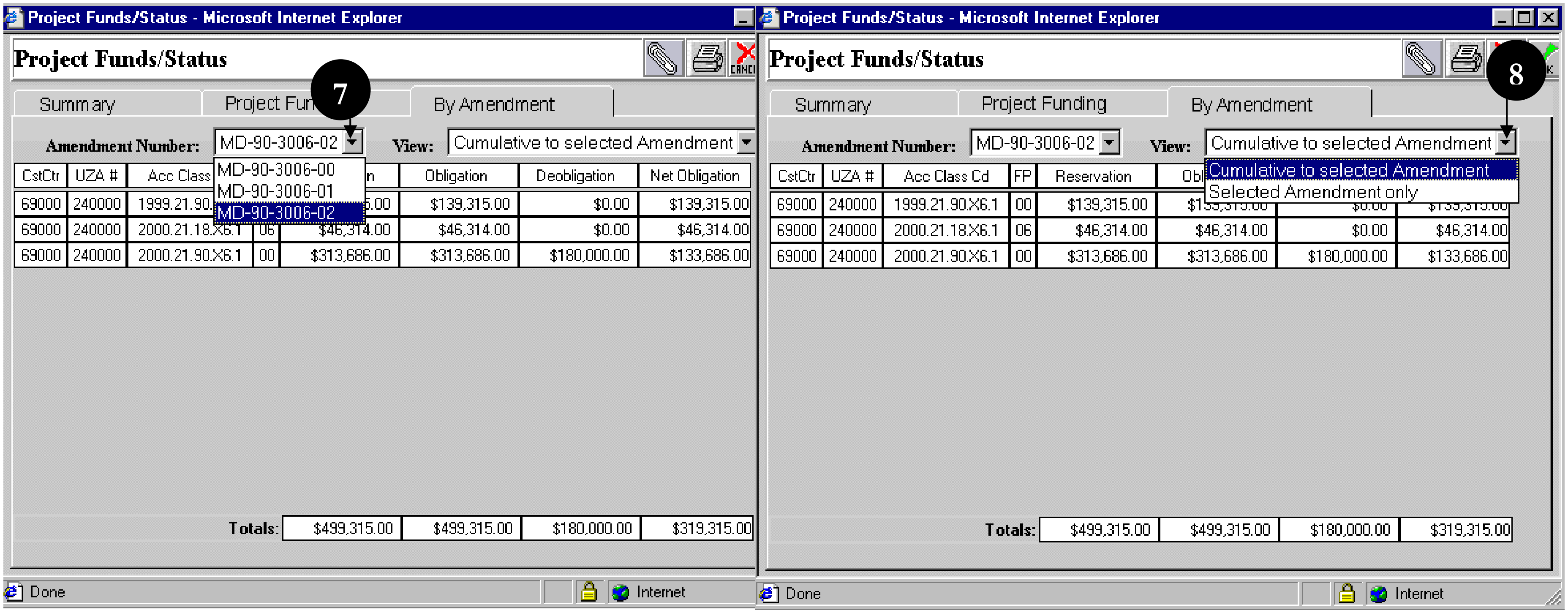


Figure 14

FPC Transfer

FPC Transfer Tab

1. The current funding for a project is shown on this screen (see Figure 15).
2. The highlighted Acct. Class Code from the table to the far left reveals all the instances of where and when the project was funded in the center “Transfer From:” table.
3. The data highlighted in the “Transfer From:” table reveals all of the eligible FPC’s the user can transfer from in the “Transfer To:” table to the far right. If an FPC is not listed, then the user cannot legally perform the transfer.
4. The user can type in the transfer amount up to the amount shown in the “Available for Transfer” column. This value represents the total funding minus all disbursements.
5. Remarks pertinent to the transfer may be made in the FPC Transfer Remarks field.

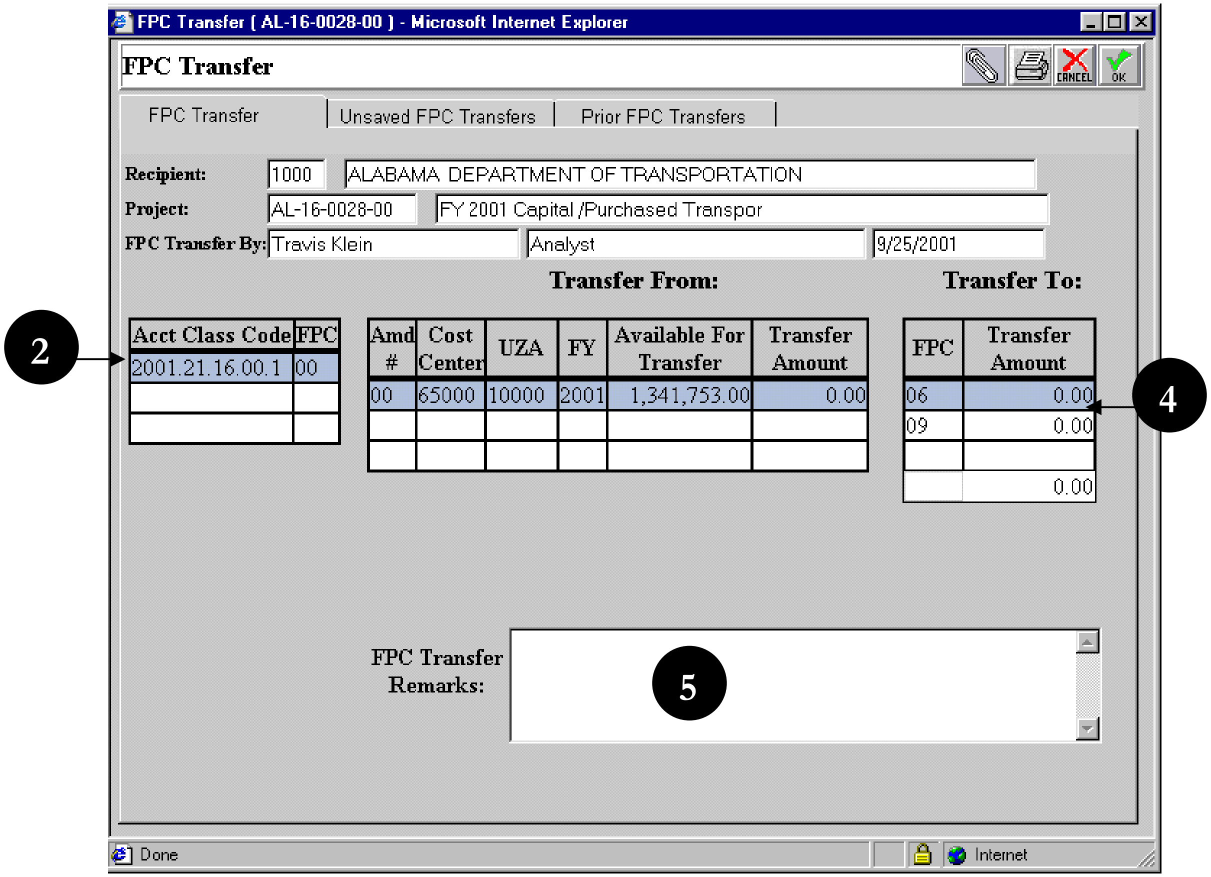


Figure 15

Unsaved FPC Transfers Tab

6. This tab shows all of the changes in a spreadsheet format that the user has currently made regarding the FPC Transfer prior to saving their input (see Figure 16).
7. This screen is read only, and the transfer remarks should correspond to the record that is highlighted.

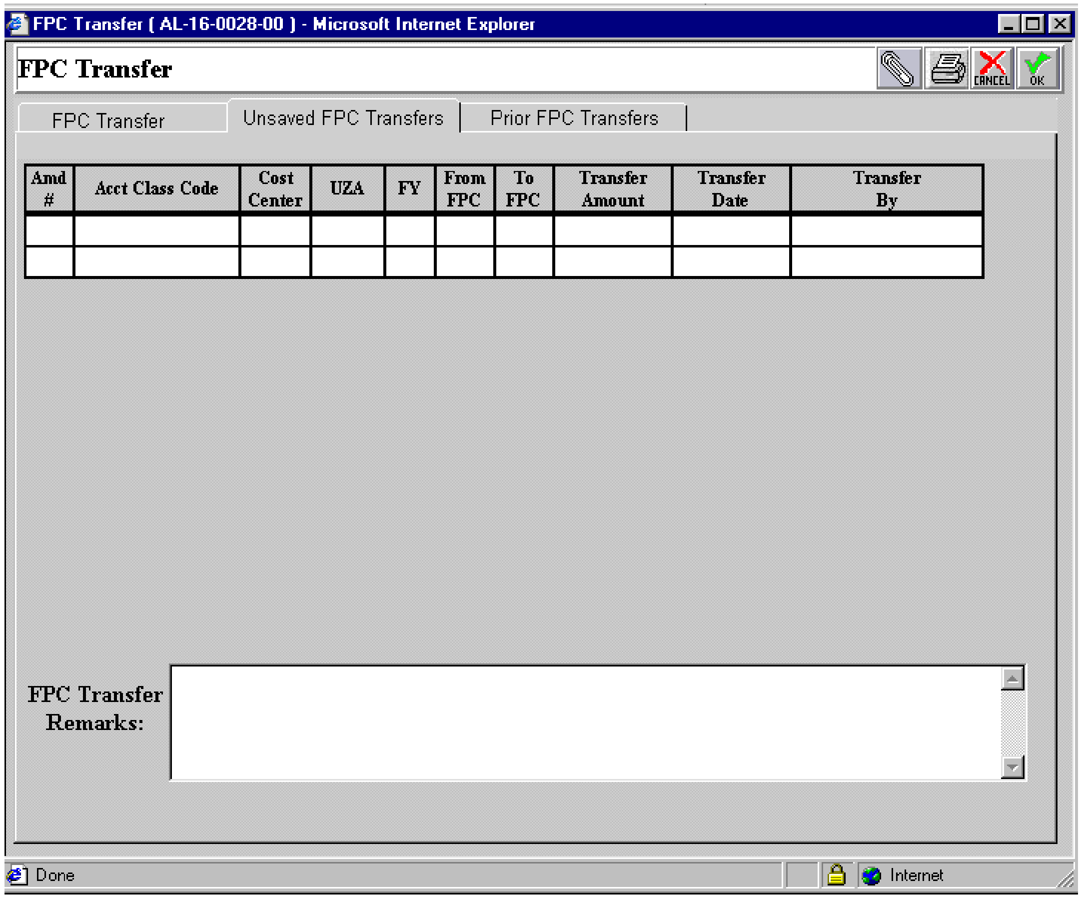


Figure 16

Prior FPC Transfers Tab

8. This tab (see Figure 17) shows all of the previously saved FPC Transfers for the given project. It is essentially a history of all of the transfers in the same spreadsheet format as the Unsaved FPC Transfers tab.

9. This tab/screen is for viewing previous transactions, and is therefore not modifiable.

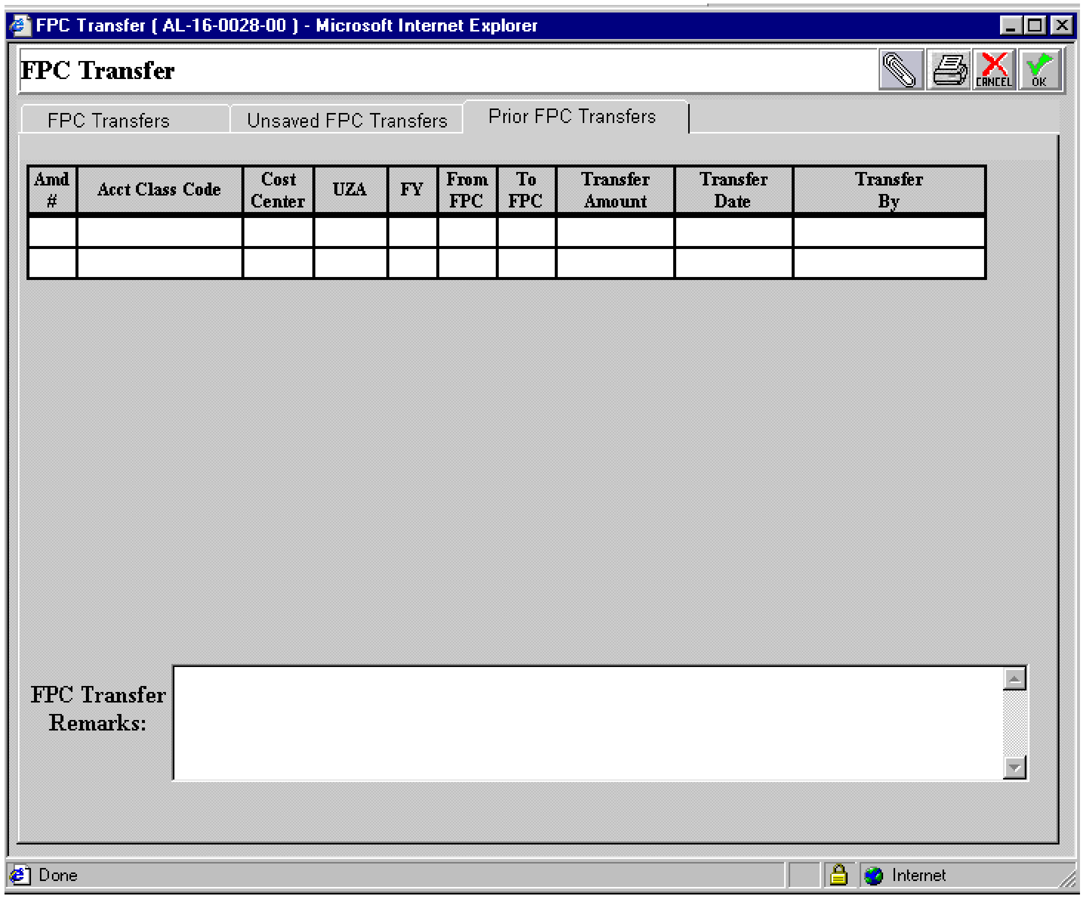


Figure 17

Project Info

1. Click on Project Management and query for a project
2. Highlight the project by clicking on it and then click on Project Info. A new window will open displaying the Recipient Contact and the FTA Project Manager. Note: you may only access this window if the application is Active/Executed.
3. If the project is not Active/Executed, then you will receive a pop up message as displayed in Figure 18.

4. You many make changes to the Project Info screen by clicking on the Update button. The window will change notifying you of your update.

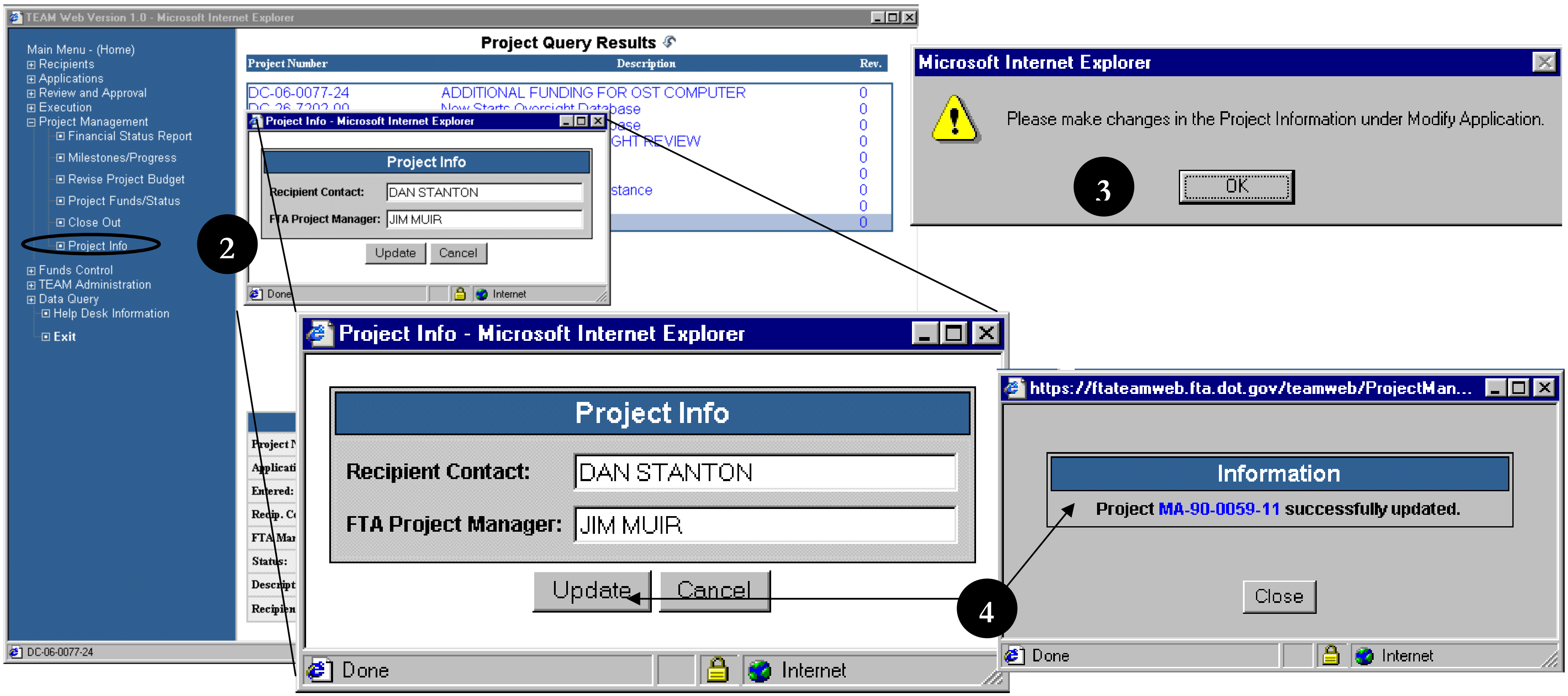


Figure 18

New Closeout

Requirements

Before you start the close out process, you need to verify the project balance. To verify the project balance, click on Project Funds/Status and follow the instructions given previously within this chapter.

Notes:

- An amendment number will automatically be assigned to the project, whether a deobligation is required or not.
- Once a close out has been initiated, you will not be allowed to go into “revise project budget” from the project management menu. The final project budget and any necessary adjustments to the control totals (adjusting total local amount) will be completed from the “close out reviewer,” detailed later in the chapter.
- Verifying the balance in the project can also be viewed from the closeout screen. If you opt to check the project balance from the closeout screen, we suggest you do it before you submit your final budget, final FSR, and final milestone report.
- Final budget and final FSR totals need to match

Accessing the New Closeout Feature

- At the project query screen, query the project you want to close out
- Click on New Closeout Process (see Figure 19)

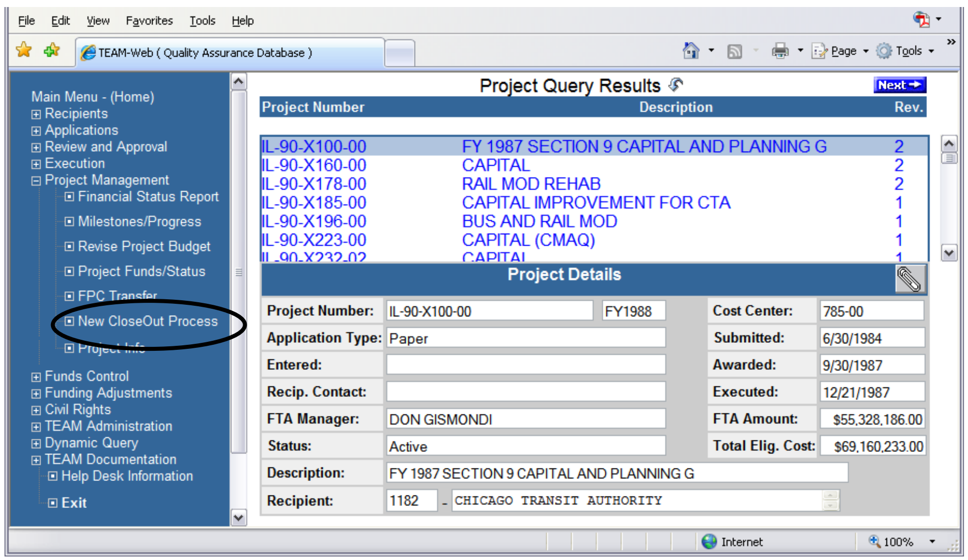


Figure 19

Close Out Reviewer

1. The close out reviewer screen indicates the action items that are complete, and what items still need to be done in order to closeout the grant (see Figure 20).
2. Checkmarks indicate items that are complete and no further action is necessary.
3. No checkmark indicates that an action is required before the grant can be closed.
4. Click on "proceed to close out" or "cancel"
5. Red circle with an "x" indicates an action needs to be completed before proceeding to next step.

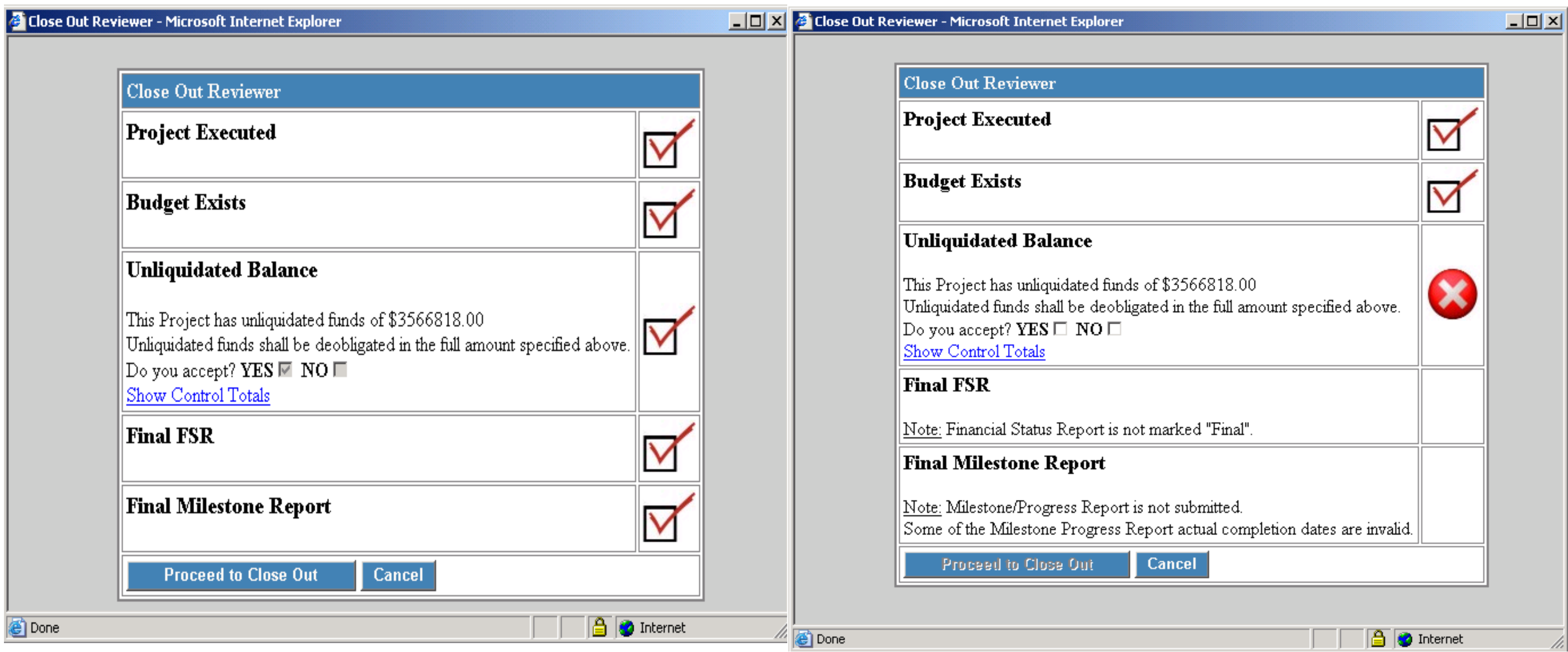


Figure 20

6. Unliquidated balance - to accept the amount that will be deobligated, click in the "yes" box. A checkmark will now appear (see Figure 21).
7. If a deobligation is required, you will need to adjust the control totals. (Click on "Show Control Totals").Make the necessary adjustments to the local share in the close out amendment column (enter a minus sign before the amount if the local share is decreasing), then click ok.

Note: In this example, there are no checkmarks next to final FSR and final milestone report. Read what still needs to be done, then: click on "Proceed to Close Out".

8. If the unliquidated balance is not correct, click in the "no" box, and then click on "cancel". This will return you to the project query screen. At this point, you may need to verify the balance remaining in grant by going into project funds/status under project management, or contact your regional office contact for assistance

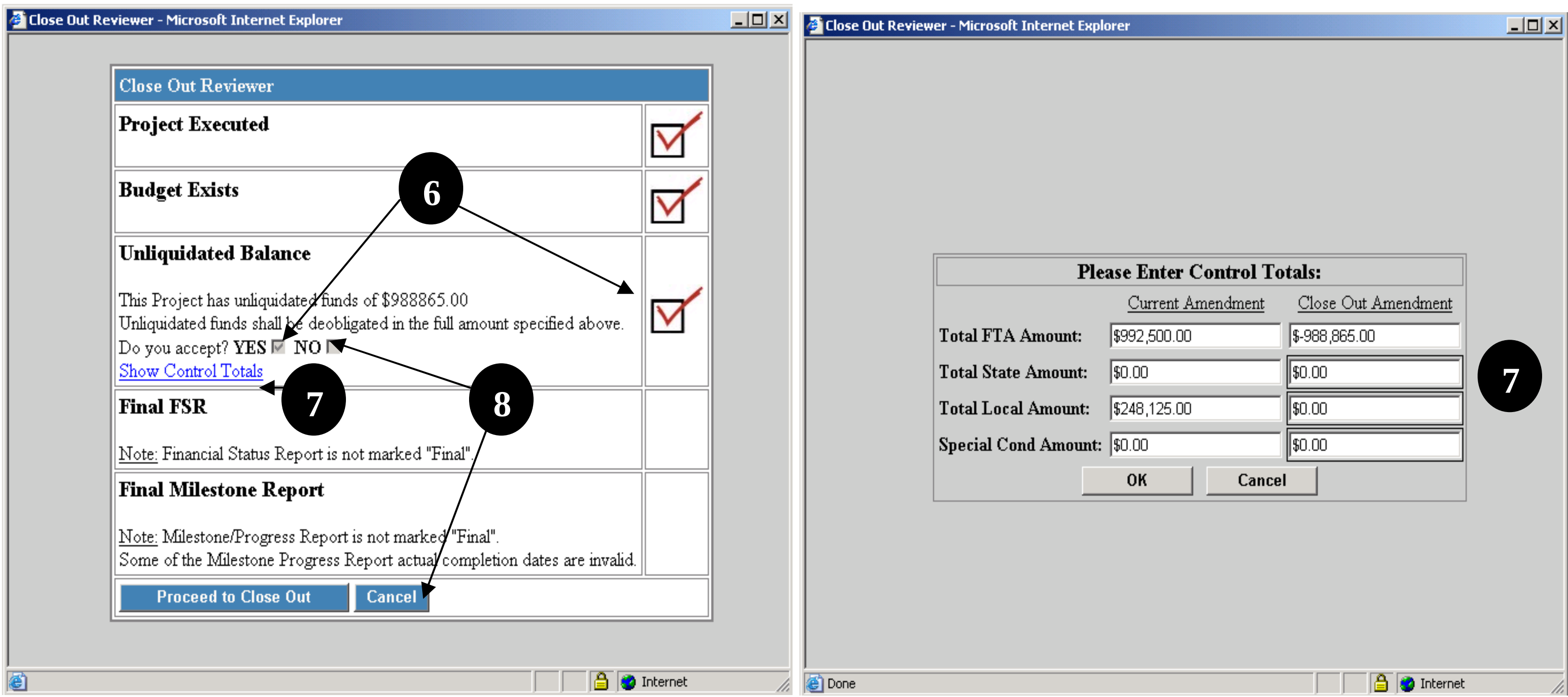


Figure 21

Close Out Tab

Final Project Budget

9. The project closeout screen has 3 tabs (Close Out; Funds Status; Close Out/ Deobligation) – see Figure 22. Grantees can only access the first two tabs.

10. Any item not checked, requires further action before completing the closeout request.
11. To correct or complete an item, click on the picture in the middle column of the table displayed (This will link you immediately to the appropriate screen).
12. Close-out budget screen– revise all line items to reflect actual expenditures.
13. Differences must be zeroed out before clicking on the OK button. (Note: Final budget and FSR totals must match)
14. Continue correcting and completing any items that have a circle with an "x"

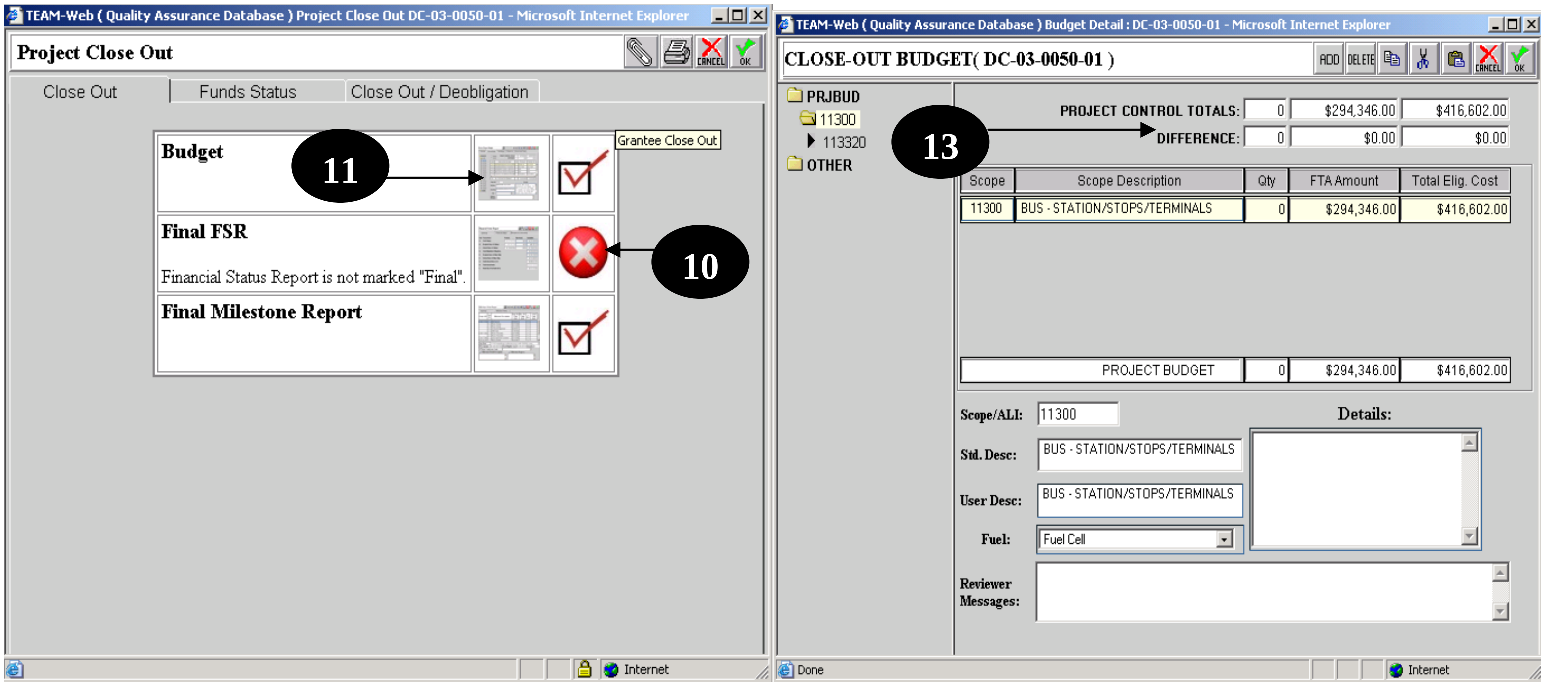


Figure 22

Final Financial Status Report

15. Click on the picture of the FSR screen in the middle column of the table displayed in the Close Out tab of the Project Close Out tool to pull up the Financial Status Report screen
16. First go to the Financial Status tab (see Figure 23)
17. Revise total outlays (lines a and b).

18. In the final report, only zero's can be shown in the unliquidated obligations (lines d and e).
19. Line "i" must equal the amount being deobligated, or zero.
(REMEMBER: FINAL FSR AND BUDGET TOTALS MUST MATCH)
20. Click on the Summary tab
21. Change final report field to "Yes, Final Report"
22. Click in circle next to "Submit Report" (do not click in "Work in Progress").
23. Click on the green OK button.
24. Continue making corrections until all items are checked.

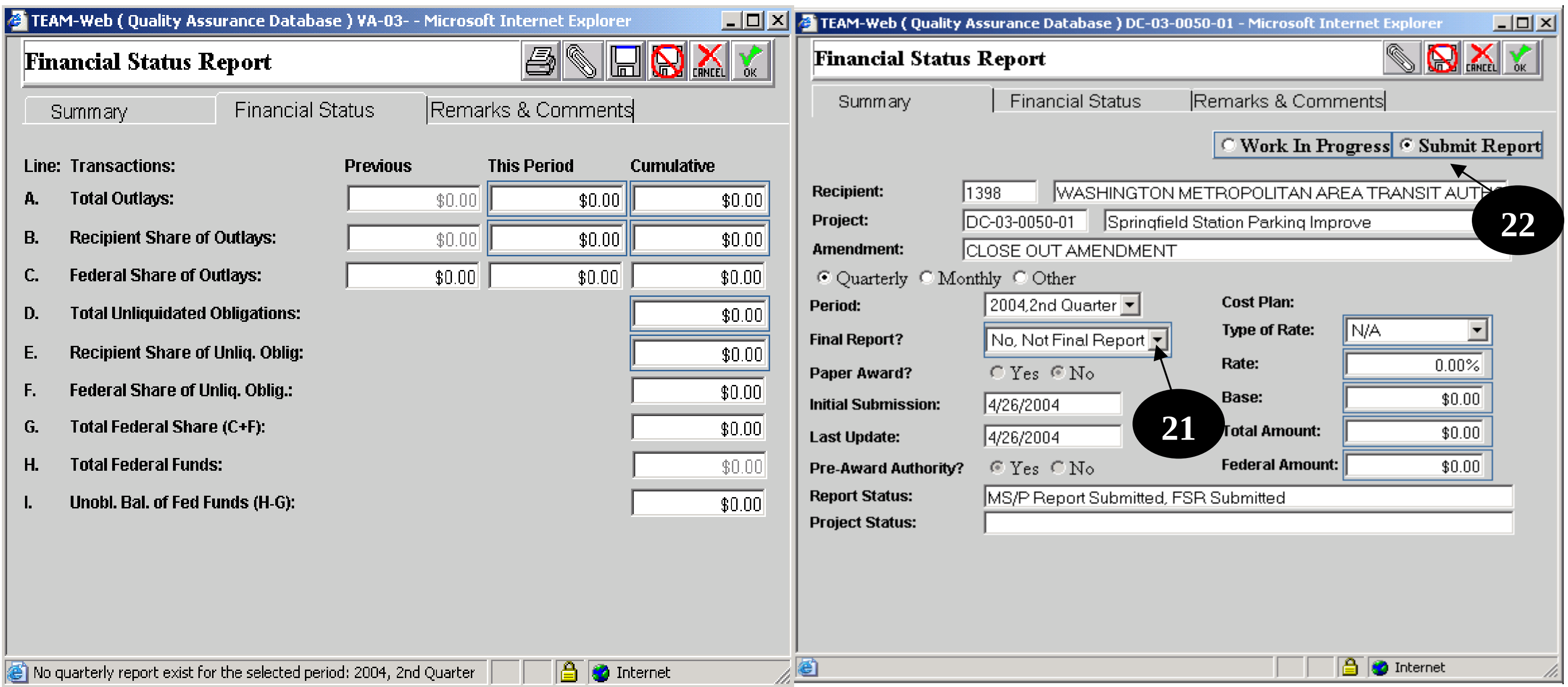


Figure 23

Final Milestone Status Report

25. Click on the picture of the FSR screen in the middle column of the table displayed in the Close Out tab of the Project Close Out tool to pull up the Milestone Status Report
26. First visit the default Summary tab (see Figure 24)
27. Change final report field to "Yes, Final Report"
28. Click in circle next to "Submit Report" (do not click in "Work in Progress")
29. In the project status overview field enter in final narrative report.
30. Click on the Milestone Status tab and enter in actual completion dates for all milestones.
31. Click on the green OK checkmark.

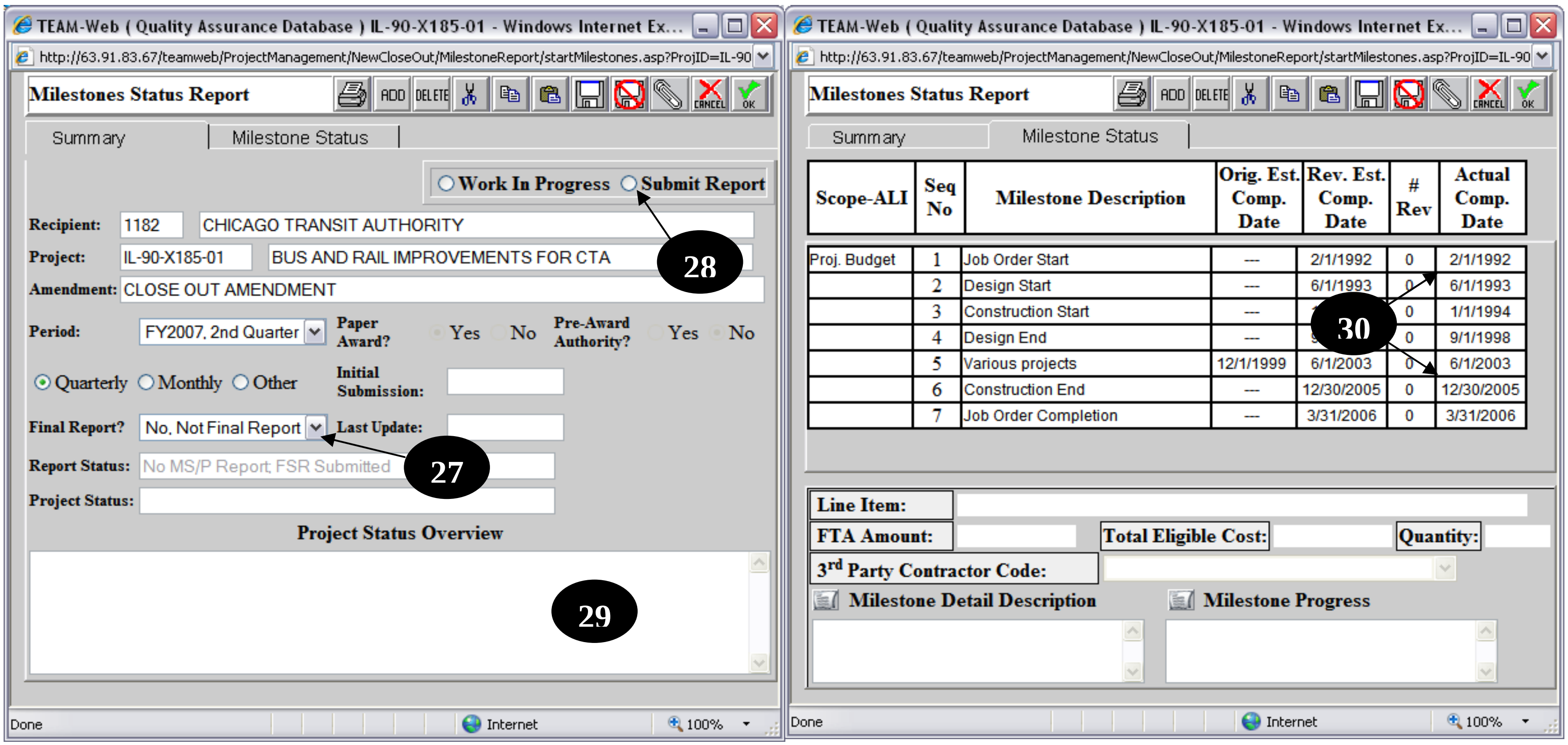


Figure 24

Note: The Close Out tab should now show all checkmarks. When each item displays a checkmark, you will then be able to complete the closeout process.

Funds Status Tab

32. This is a read only view (see Figure 25) that again allows you to verify the project balance, and disbursement amounts.
33. Click on project totals. This will show the total unliquidated balance of the grant, and all disbursements.

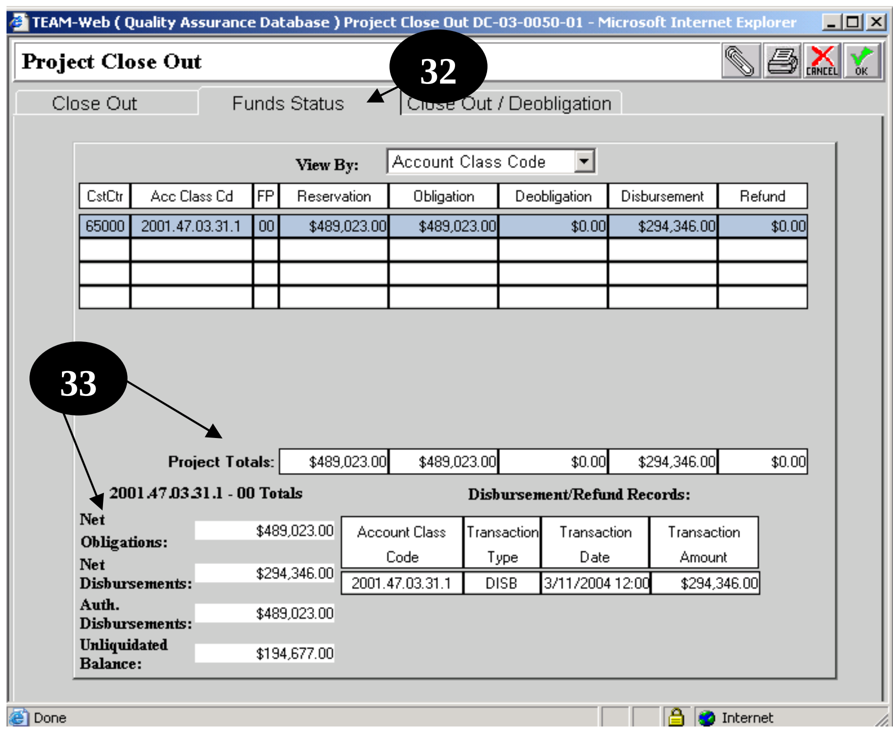


Figure 25

Submit for Close Out

34. On the Project Close Out form, click on the green OK checkmark (see Figure 26)

35. A message box will pop up and ask if you are ready to submit this project for close out
36. Click on OK

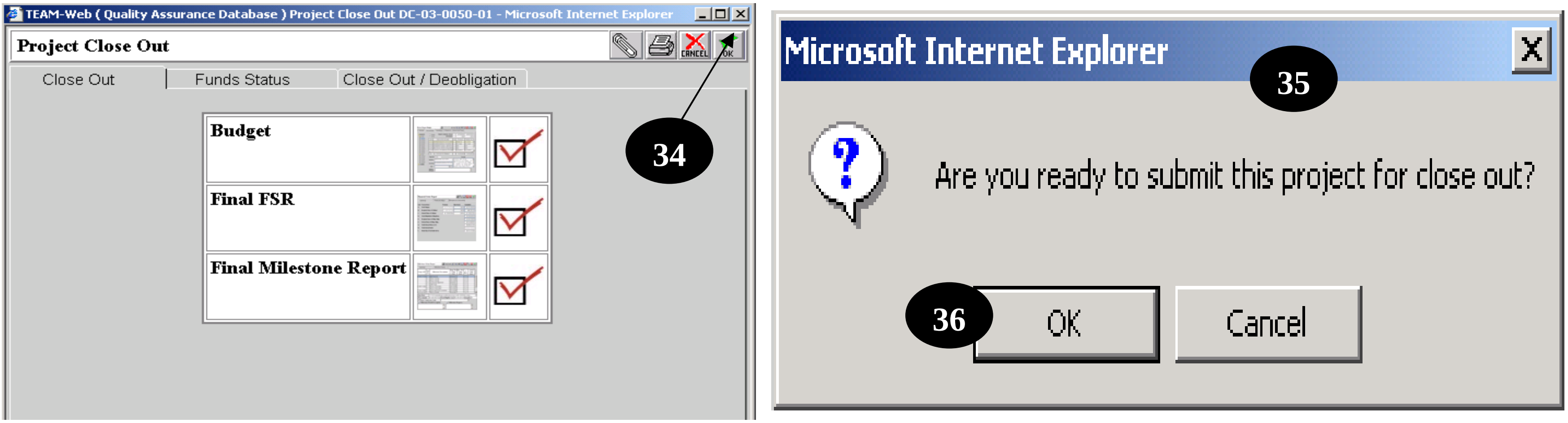


Figure 26

37. Request for project closeout has been completed. You will be returned to the project query screen.
38. Status of project should read, "Active/Close-Out Required"

<u>FTA STAFF ONLY FROM THIS POINT ON</u>
FTA must now finish the closeout of the grant.

Close Out/ Deobligation Tab and Final Close Out

39. FTA Personnel with the appropriate access may query for a project in an "Active/Close-Out Required" status and click on the New Closeout Process Link.
40. Current date will populate into "FTA Approves Close-Out" field. If no funds are being deobligated, you may approve the closeout of the grant by clicking on the green OK checkmark (see Figure 27)
41. If funds are being deobligated, it can be done automatically or manually
   a. Automatically: simply click on the green OK checkmark and proceed to step 45
   b. Manually: click on Open Deobligations

i. Highlight account class code- FPC; designate if funds were earmarked or not; and enter in amount showing as an unliquidated balance. Repeat for each account class code-FPC where an unliquidated balance appears, until entire amount has been deobligated

ii. Click on the green OK checkmark

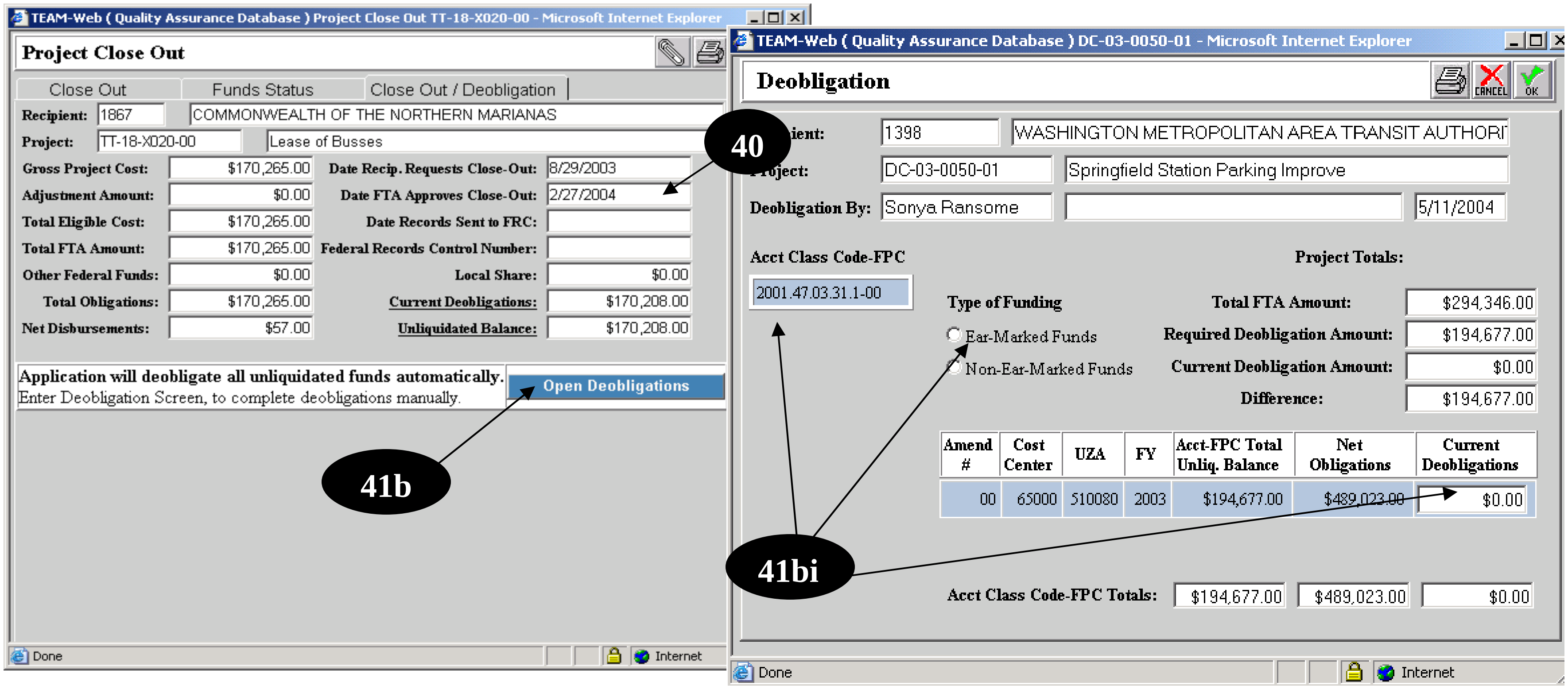


Figure 27

42. Verify that all items have a check mark on the Close Out tab

43. Verify that the date has correctly populated in the Date FTA Approves Close-Out field

44. Click on the green OK checkmark

45. A pop up message will appear and ask if you want to close the project now (see Figure 28).

46. Click on OK

47. Verify that project is closed when returned to project query screen. (you may need to refresh the query)

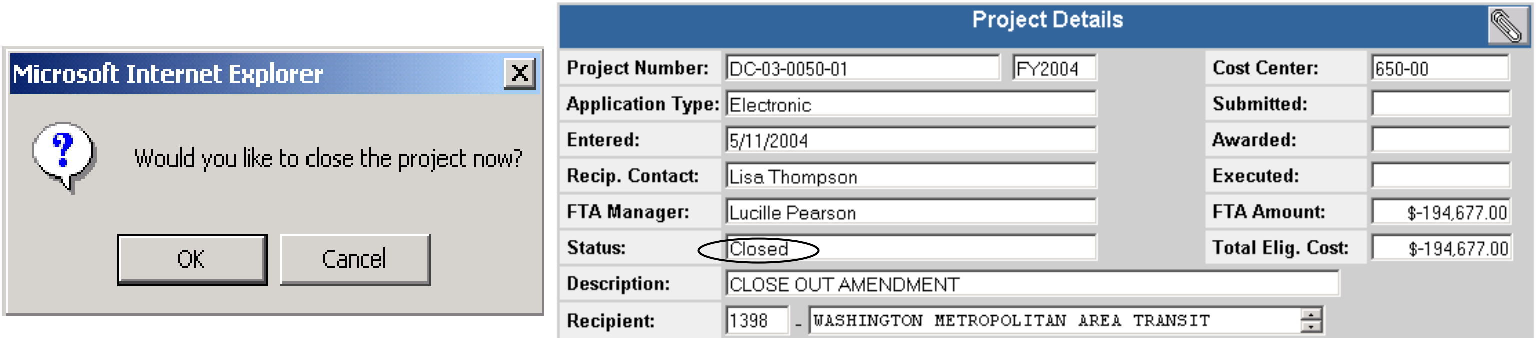

Microsoft Internet Explorer
Would you like to close the project now?
OK
Cancel
Project Details
Project Number: DC-03-0050-01 FY2004
Cost Center: 650-00
Application Type: Electronic
Submitted:
Entered: 5/11/2004
Awarded:
Recip. Contact: Lisa Thompson
Executed:
FTA Manager: Lucille Pearson
FTA Amount: $-194,677.00
Status: Closed
Total Elig. Cost: $-194,677.00
Description: CLOSE OUT AMENDMENT
Recipient: 1398 - WASHINGTON METROPOLITAN AREA TRANSIT

Figure 28

Index

TEAM-Web User Guide

Chapter 9
Funds Control and Funding Adjustments

By:
QSSI

Version: 2.03
Date: 02/29/2008

Chapter 9 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates. Updates to Funding Adjustment features	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/11/2007	Continued Formatting changes and updates	Travis Klein
2.02	06/13/2007	Continued Formatting changes and updates including indexing	Travis Klein
2.03	02/29/2008	Minor reference modifications	Travis Klein

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

Chapter 9 Table of Contents

Funds Control and Funding Adjustments

Overview

This chapter will detail the use of the following TEAM-Web tools specific for an FTA user granted the necessary access: Query Formula Apportionment, View Formula Apportionment, Modify Formula Apportionment, Transfer Formula Apportionment, Create Formula Apportionment, Query Advice, Create Advice, View Advice, Modify/Authorize Advice, Delete Pending Advice, Advice Summary, Operating Budget Plans, Operating Budget Recoveries, Operating Budget Transfers, Query Notification, View Notification, Authorized Notification, Funding Adjustment Level 1, and Funding Adjustment Level 2.

Funds Control

Formula Apportionment

Query Formula Apportionment

1. To access Formula Apportionment, first click on the 'plus' sign to the left of the words Funds Control (see Figure 1).
2. Formula Apportionment will expand below Funds Control.
3. Click on the words Formula Apportionment. The menu will again expand and the screen to the right will change to reveal a Formula Apportionment query box.
4. Enter your search criteria and hit enter, or click on 'Submit Query.'
5. If your query results in more than one record, then highlight that record by clicking on it.
6. Information will appear for that Apportionment in the details section below.

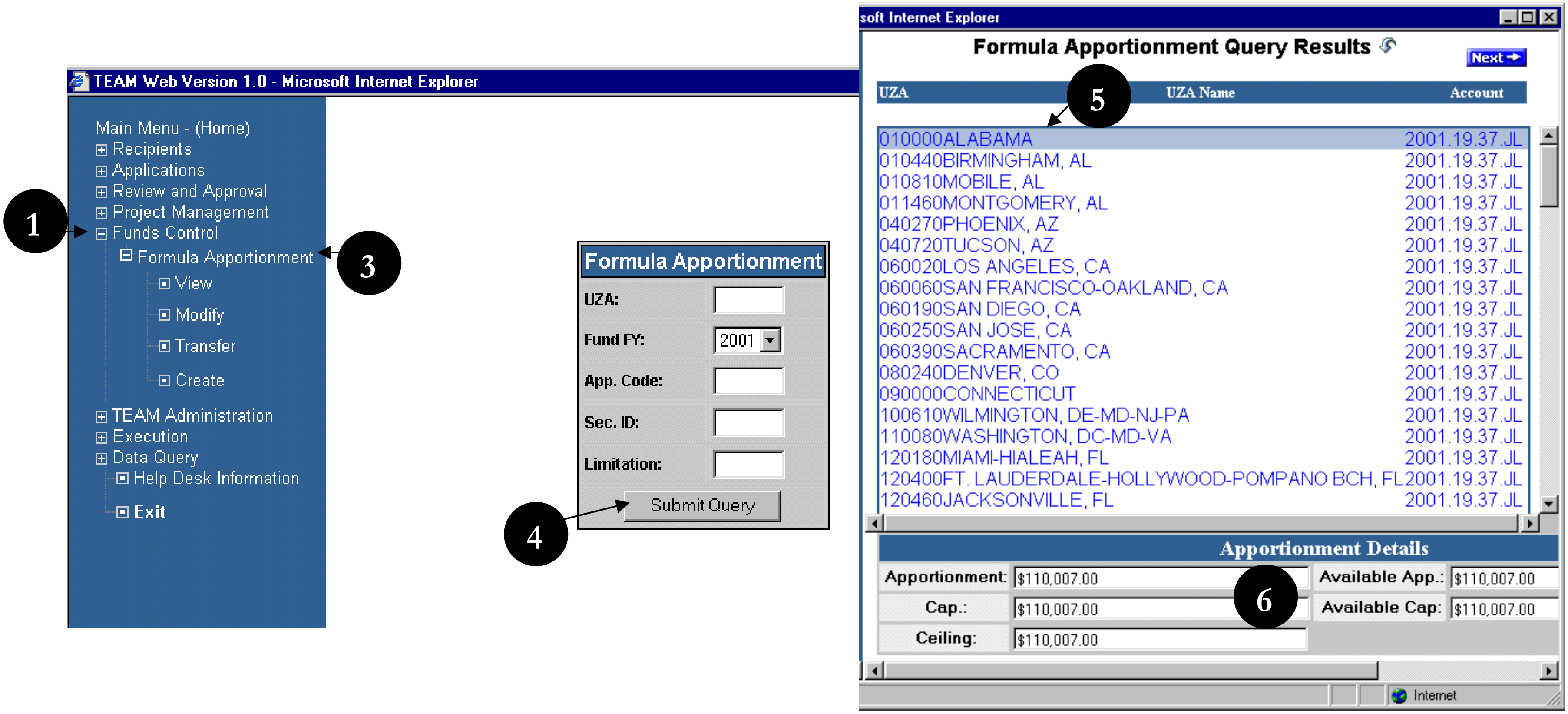


Figure 1

View Formula Apportionment

1. Click on the word View under Formula Apportionment in the main menu bar after highlighting an Apportionment.
2. The Inquiry tab provides read only information (see Figure 2).
3. The Audit Trail tab is read only as well, but the user has the ability to click on each of the individual updates to view the specific data for that update
4. You can hit OK or Cancel to exit the screen.

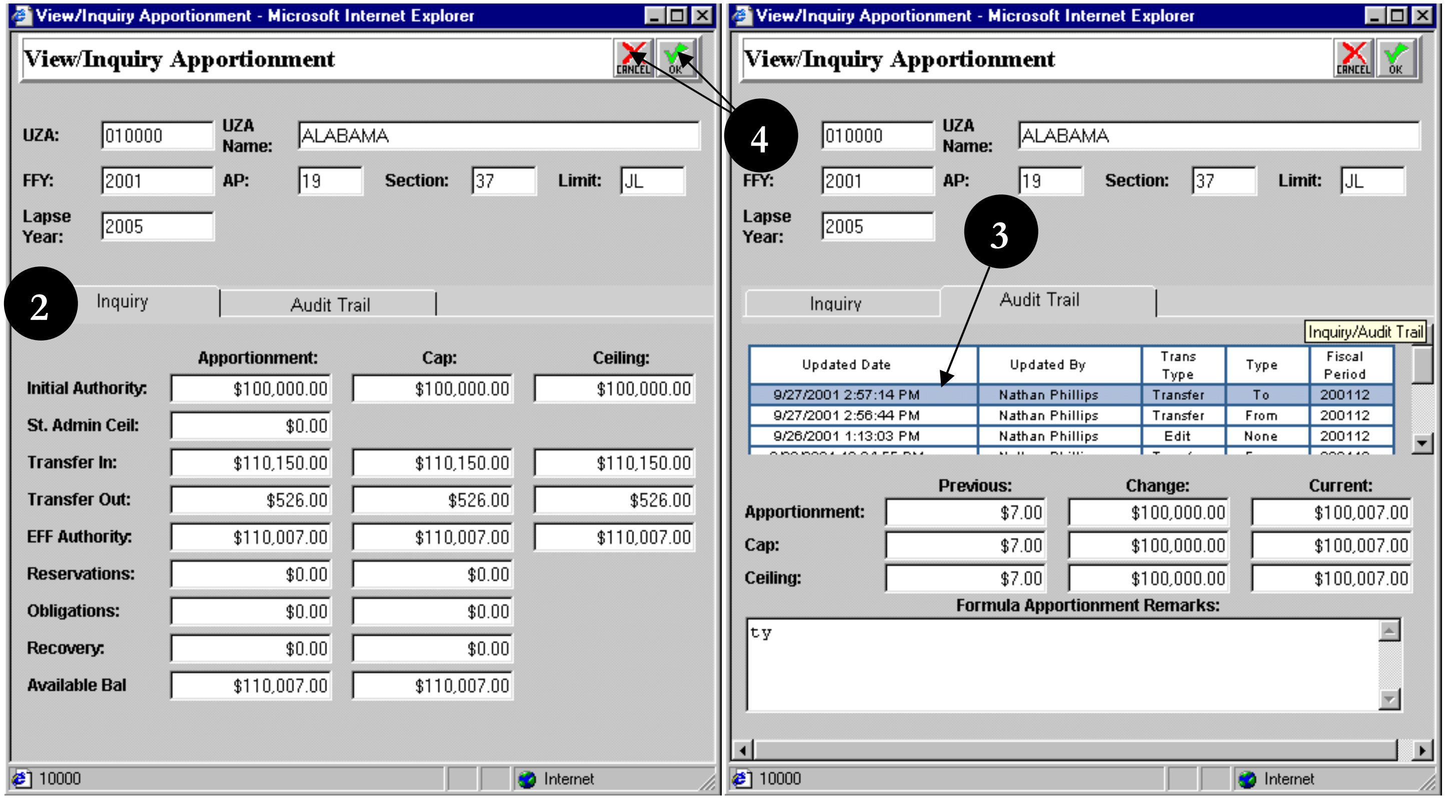


Figure 2

Modify Formula Apportionment

1. From the main menu click on Modify (see Figure 3).
2. A new window will open titled Modify Formula Apportionment.
3. The user can modify the Change and/or Current fields. Whichever they chose to modify, the other will automatically calculate the mathematical change.
4. Remarks may be entered in the text box at the bottom of the screen.
5. Click the save icon at any time to keep your current changes.
6. Click the OK button to save and close the screen.

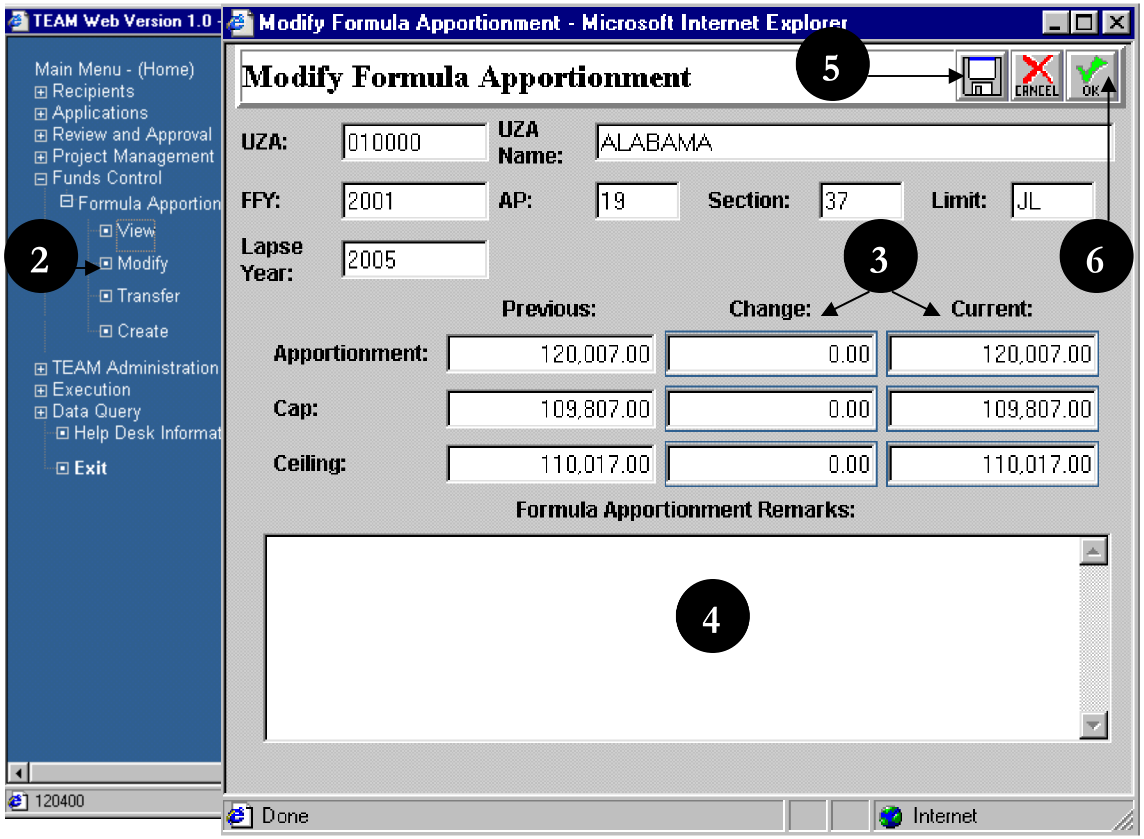


Figure 3

Transfer Formula Apportionment

1. Click on Transfer under Formula Apportionment in the main menu.
2. Data for the apportionment fields outlined in blue may be entered in manually, or you may click on the details magnifying glass to open a new window that allows you to select the account data (see Figure 4).
3. Select the radio button for the account and click OK.
4. The data will populate for you.
5. Enter the transfer amounts.
6. Add desired transfer remarks.
7. Click OK to save and exit.

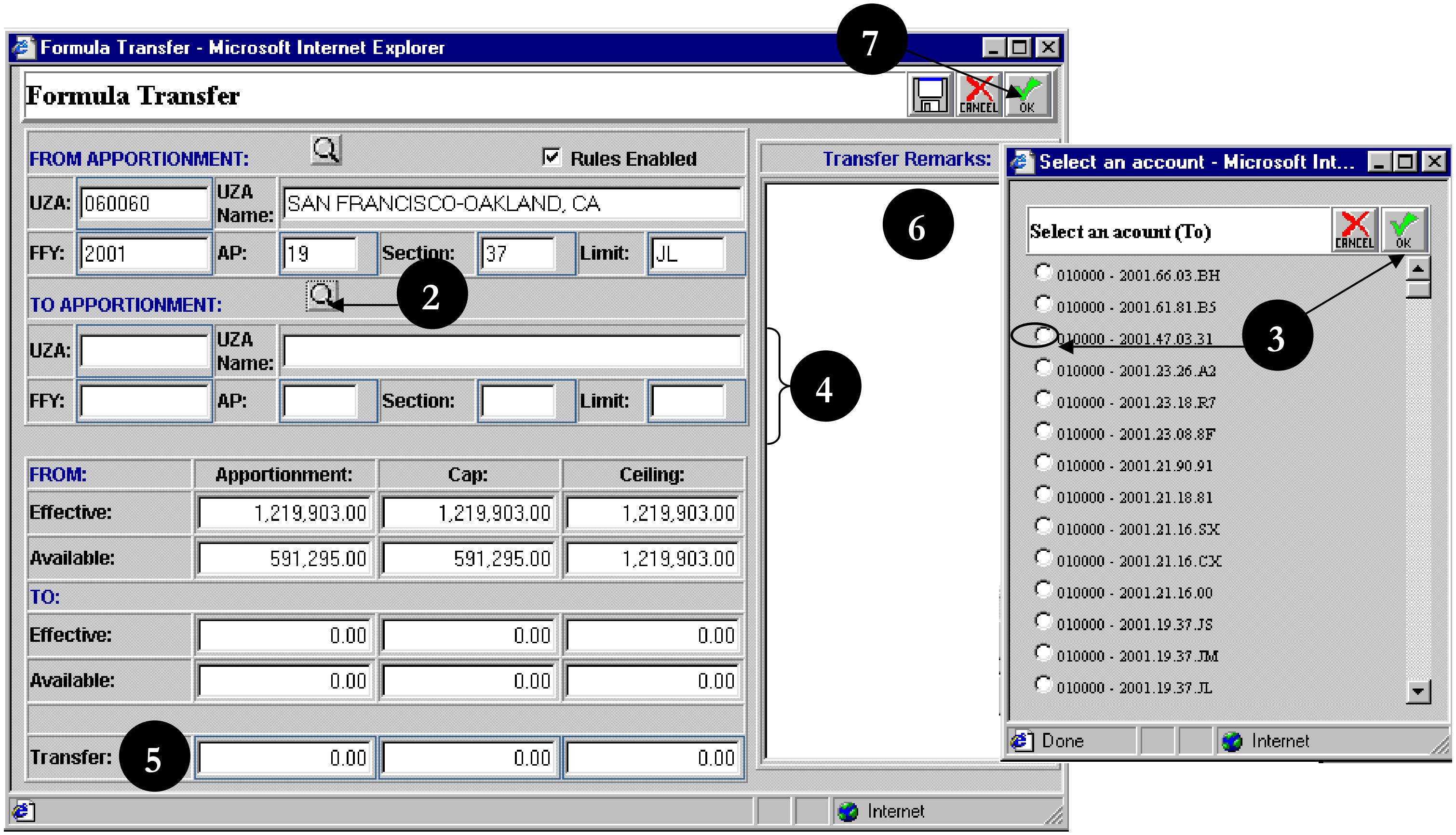


Figure 4

Note: Transfers across multiple regions is not permissible. Select TBP personnel may be able to see the “Rules Enabled” check box seen in Figure 4 – removing the check mark allows these select individuals to bypass the features many transfer rules (including transferring across regions).

Create Formula Apportionment

1. To create a Formula Apportionment, click on the word Create under Formula Apportionment in the main menu (see Figure 5).
2. You may enter in the UZA and account data manually or you can have it populated for you by clicking on the details magnifying glass and selecting an account from a list.

3. Enter the amounts in the change or current fields.
4. Add applicable remarks.
5. Click OK to save and close.

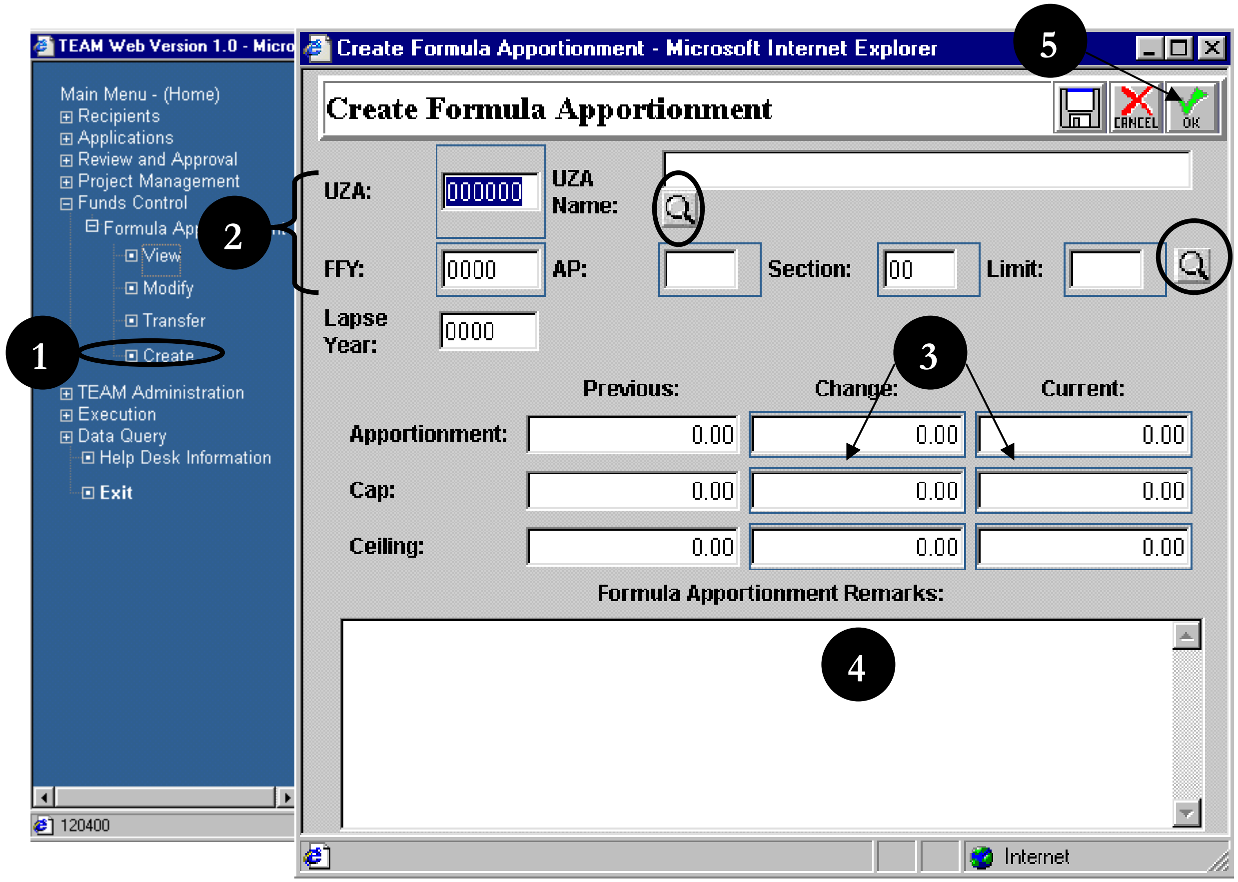


Figure 5

Advice Management

Query Advice

1. To access the Query Advice form, expand the ‘plus’ sign to the left of the words Funds Control and click on the words Advice Management (see Figure 6).
2. A query form will appear in the space to the right
3. Enter your search criteria and click on the Submit Query button
    a. FY = Fiscal Year
    b. Status = “Any,” “Authorized,” or “Pending”
    c. Type = the program type of the allotment (FG is Formula Grants for example)
    d. Crtl # = Control Number (specific ID for an advice)
    e. App Cd = Appropriation Code

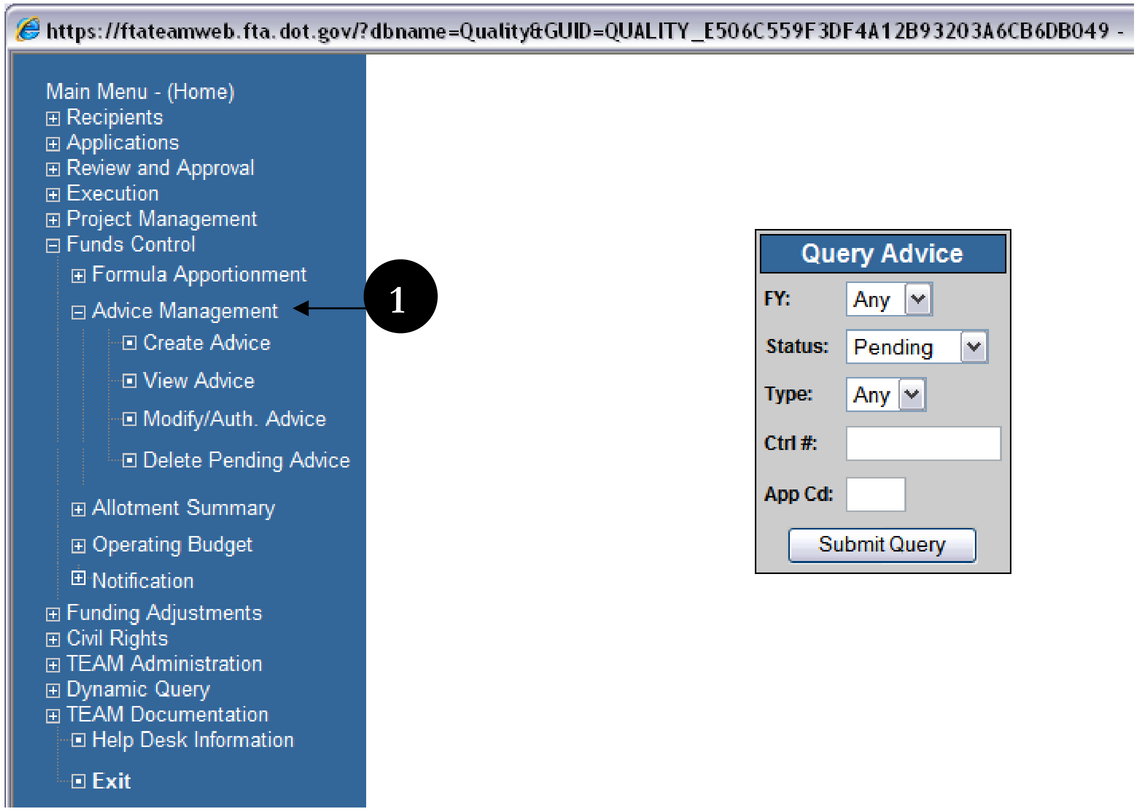


Figure 6

Create Advice

1. Select program type from the drop down menu list (see Figure 7).
2. Some fields like Control #, Status, and Version will be populated automatically.
3. Click on the magnifying glass symbol to select the appropriate Allotment Code (if the desire code already exists in the table, you may select it by simply clicking on the allotment code line and it will highlight blue).
4. Fill in the required fields including Advice remarks (Note: only current or future quarters may have values entered, and only the Change and Current columns are modifiable).
5. When done click OK to save.

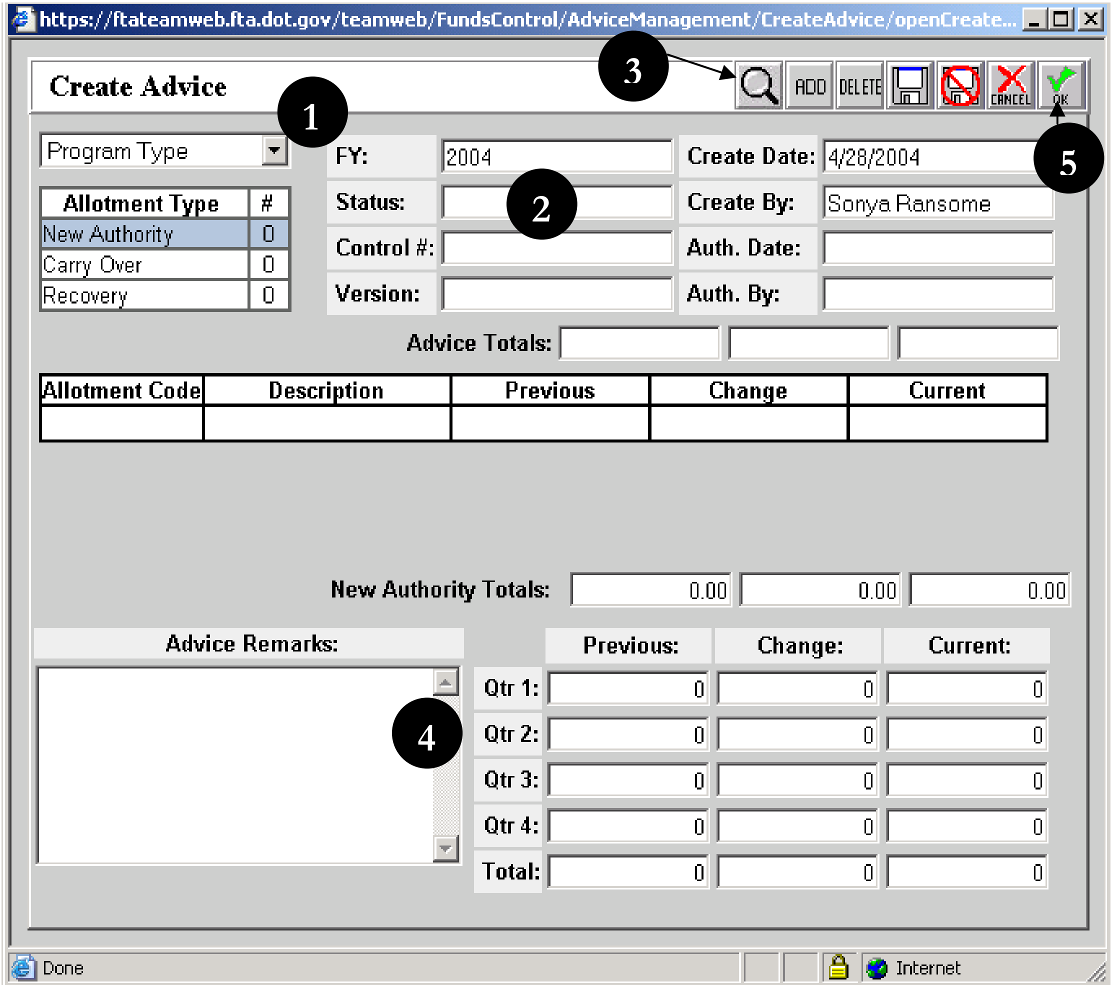


Figure 7

View Advice

1. Click on the Advice Management menu option. Query the advice (see Figure 8).
2. Highlight the query you want to view.
3. Click on View Advice in menu option
4. Read-only screens with Advice details will popup.

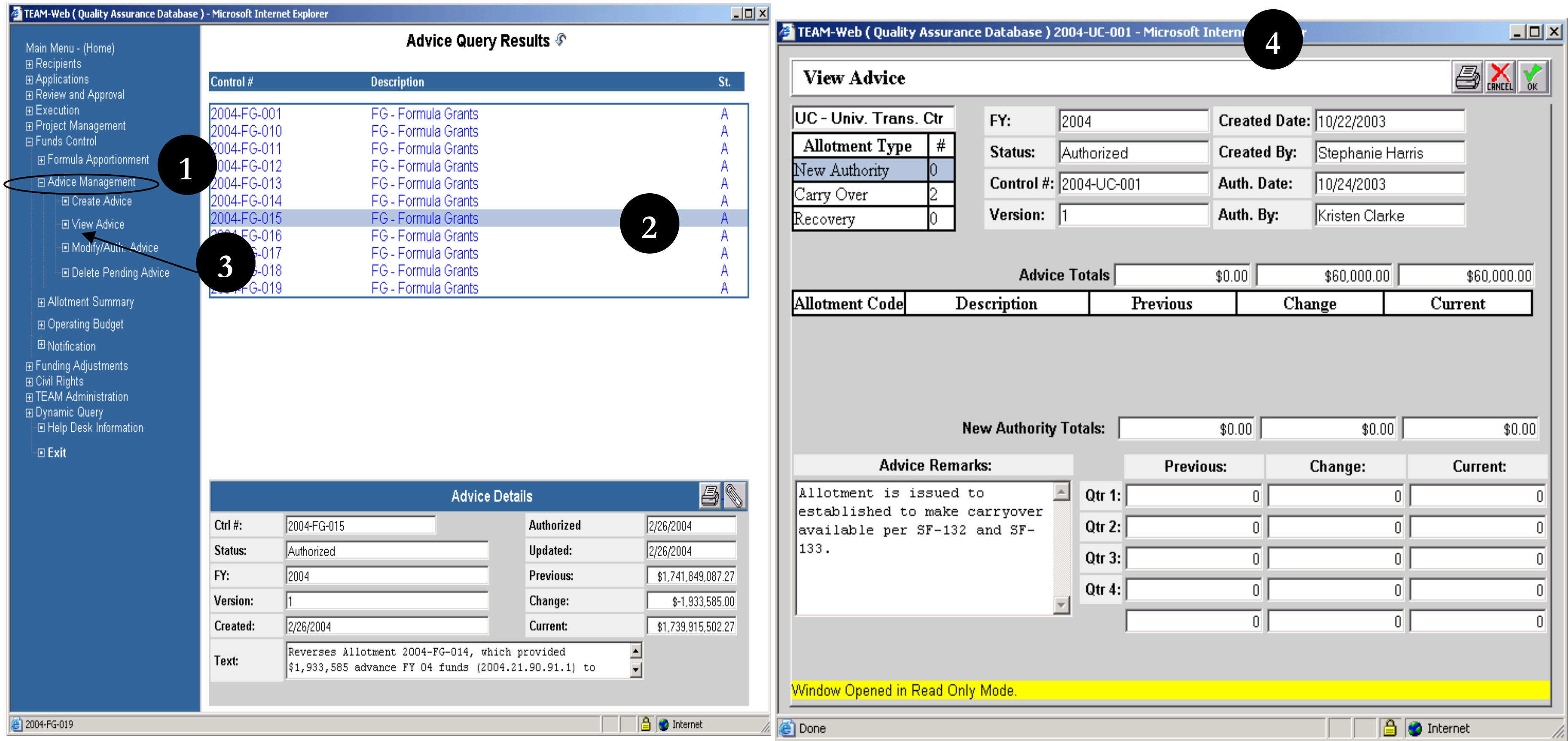


Figure 8

Modify/Authorize Advice

1. Run a Query if necessary and select the Advice you want to Modify or Authorize.
2. Click on Modify/Auth. sub-menu under Advice management on left hand side.
3. To modify, make necessary changes in the Advise and click on OK button to save (see Figure 9).
4. To Authorize Click on the signature button
5. A new screen will pop-up.
6. Type in your PIN and click on button Execute.

7. The Advice will be authorized

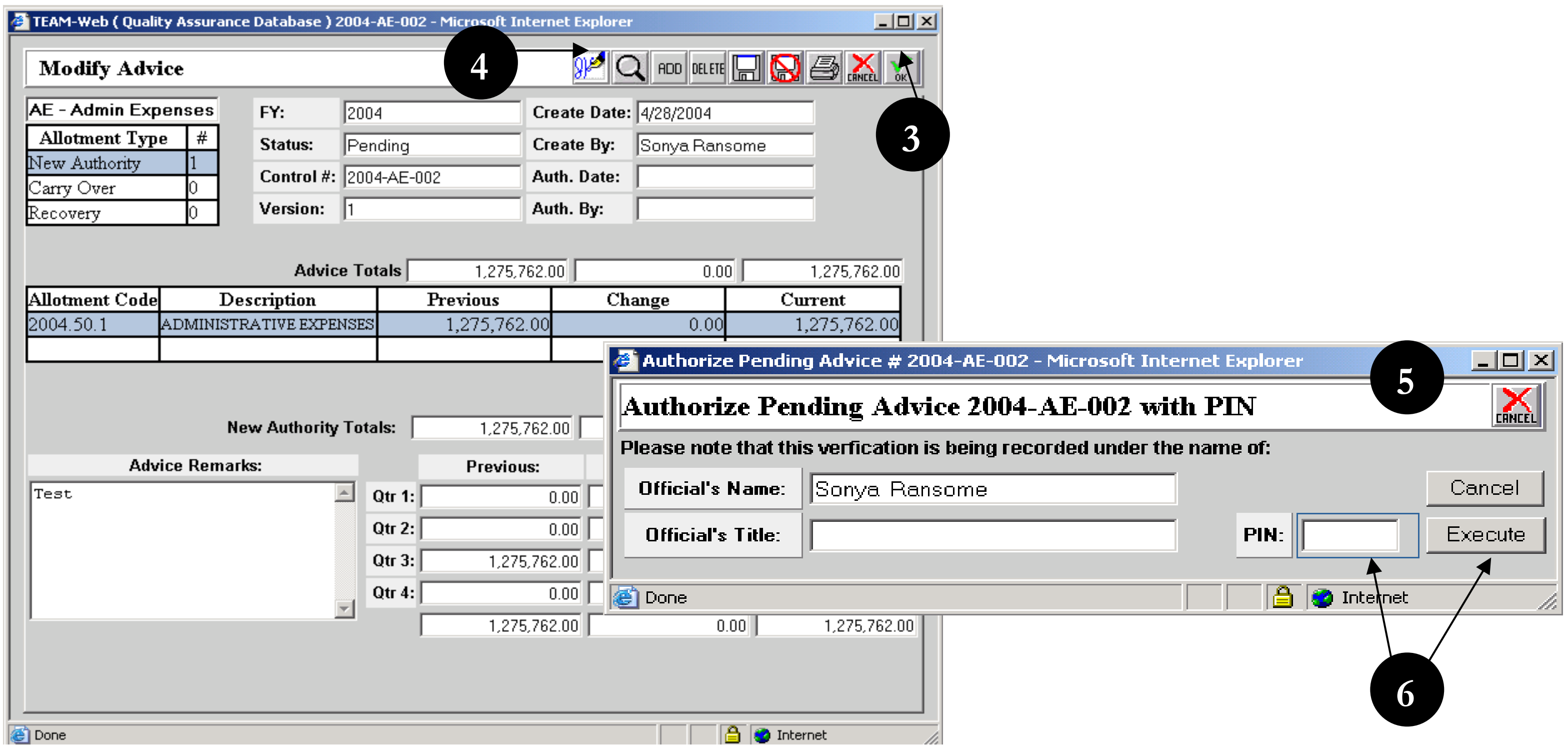


Figure 9

Delete Pending Advice

1. Query and select the pending advice you want to delete.
2. Click on the Delete Pending Advice option.
3. In the new screen click on the trash can symbol (see Figure 10).
4. The pending advice will be deleted.

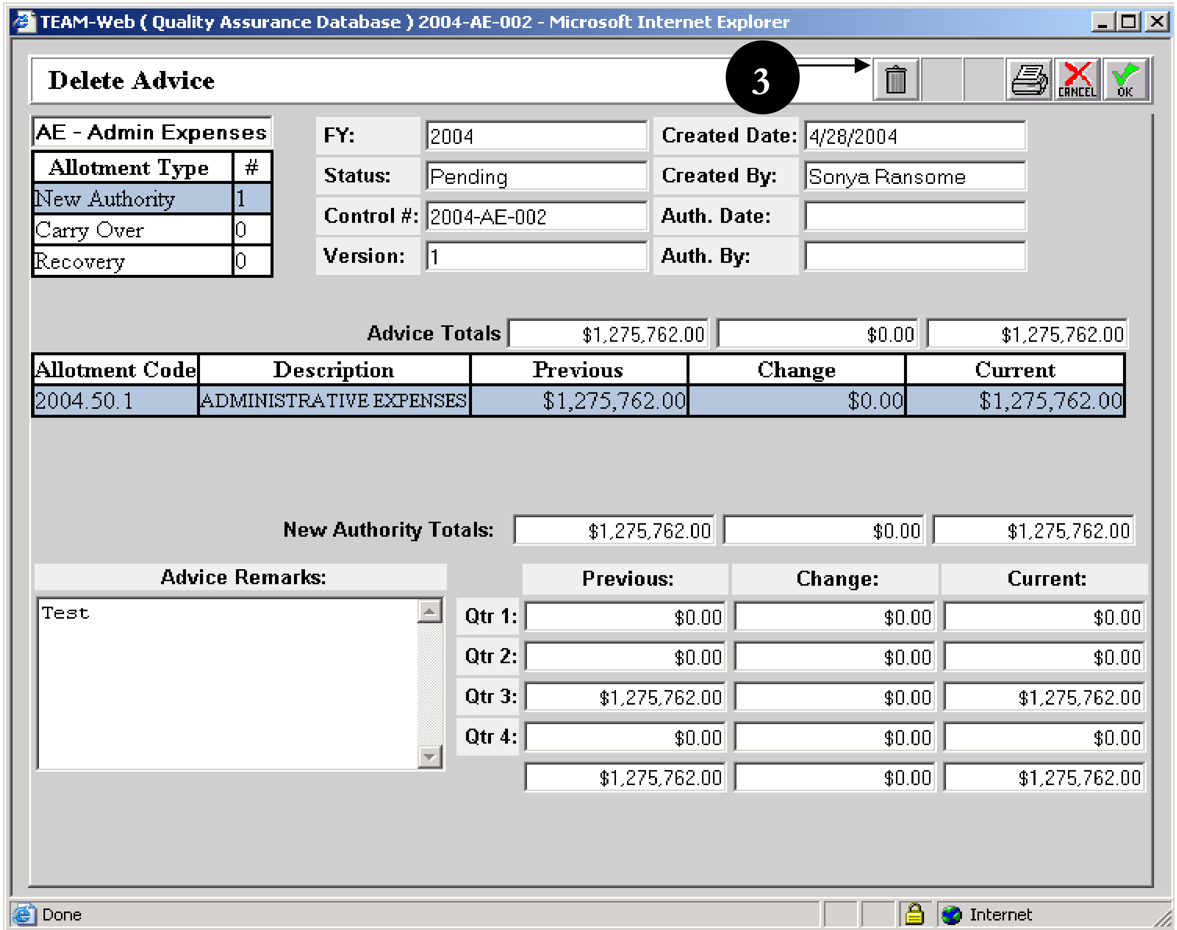


Figure 10

Allotment Summary

To access the Allotment Summary feature, click on the words Allotment Summary in the Navigational Menu and a Query screen will appear (see Figure 11). Enter and submit your search criteria using this form.

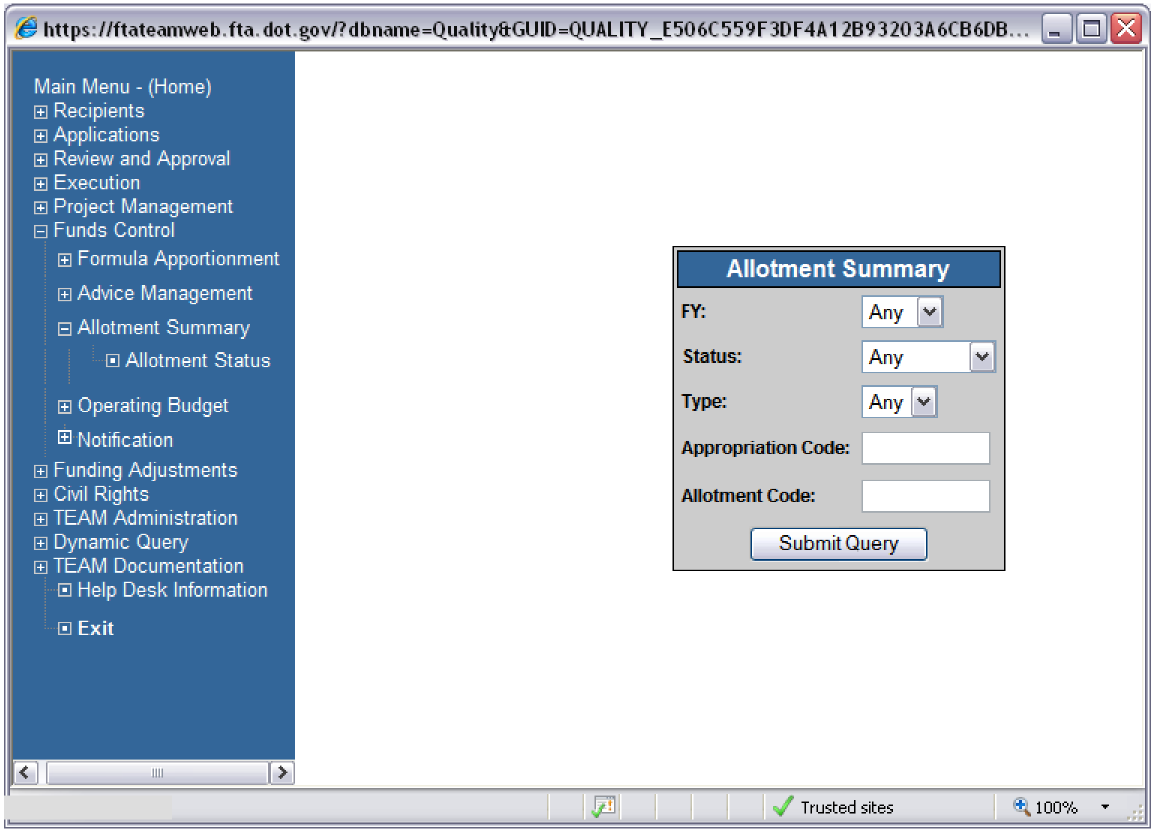


Figure 11

Operating Budget Tab

1. Select the Allotment you would like to review the status of and click on Allotment Status in the Navigational Menu.
2. The read-only Allotment Status form will open and default to the Operating Budget tab (see the left side of Figure 12), which shows Allotment values by account class code.

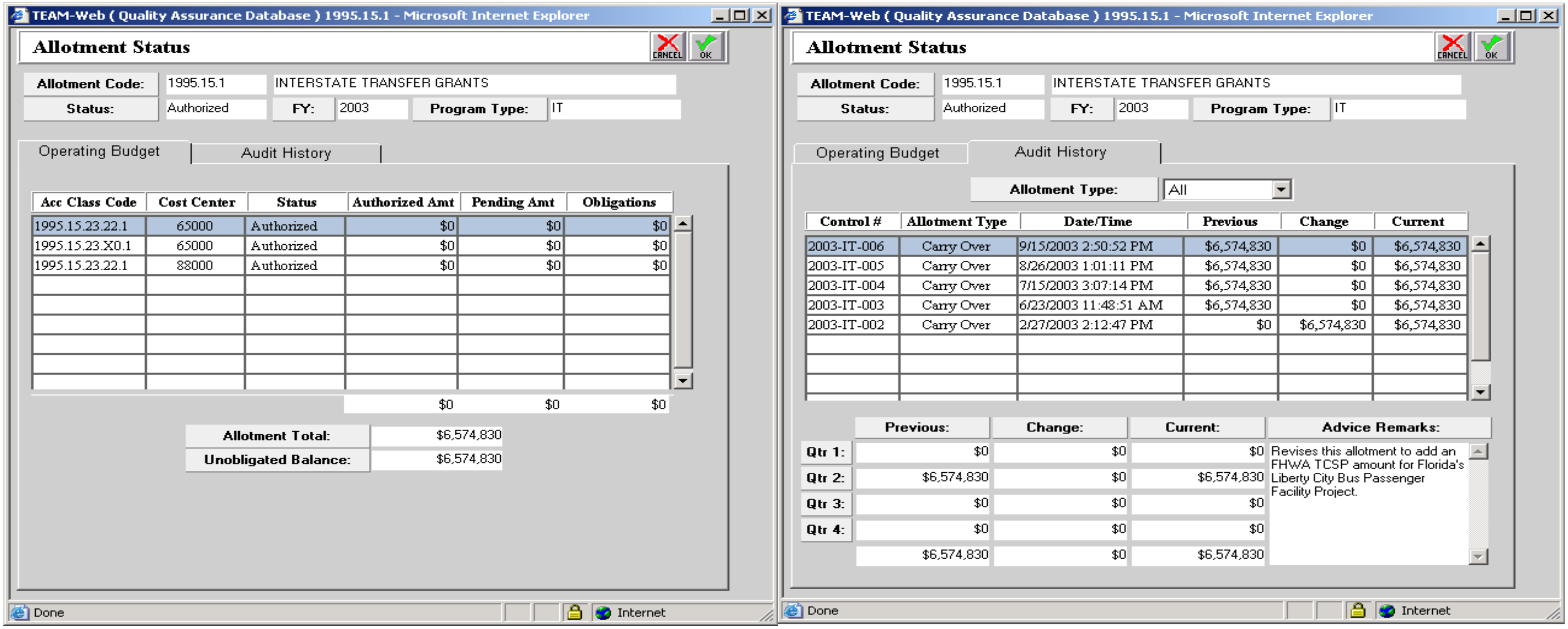


Figure 12

Audit History Tab

The Audit History tab shows the historical detail of allotments by their Control Number (see the right side of Figure 12)

Operating Budget Plans

Expand the submenu under Operating Budget by clicking on the plus sign to the left of the words (there is no query feature here). Click on the word Plans to open the Operating Budget Plans Feature. Note: funds must be available from an approved New Authority or Carry Over Allotment in order to create a Pending Plan.

Update Plans Tab

1. Select Cost Center and Section for the plan (see Figure 13).

2. Click on the magnifying glass button to populate the account class code field with the accounts desired (Note: existing accounts can have values modified by simply clicking on the record line in the table).
3. Add the budget Current or Change values as needed, record an Operating Budget Remark, and Click on OK to save a Pending Budget Plan

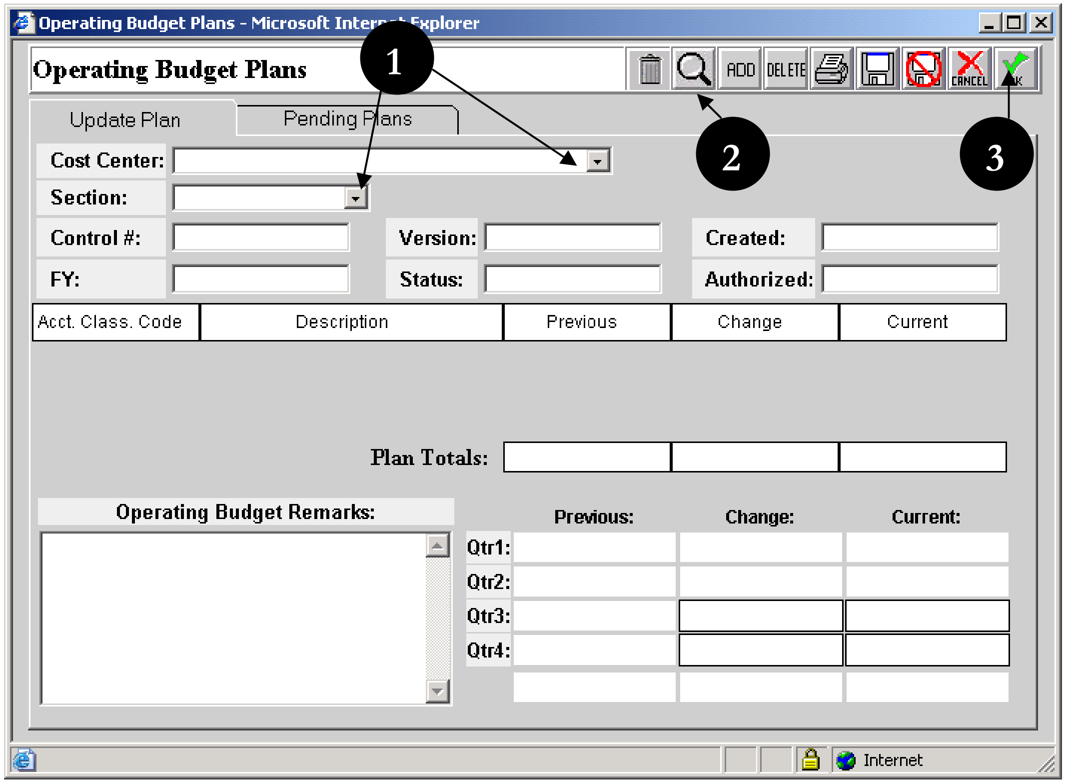


Figure 13

Pending Plans Tab

4. To View or Modify a Pending Plan, open the Operating Budget Plans Feature by clicking on Plans in the Navigational Menu.
5. When the screen opens, click on the Pending Plans tab (see Figure 14).
6. A list of pending plans will come up. Highlight the plan you want to update by clicking on it.
7. Now click on the Update plan Tab.

8. Make the necessary changes and click OK to save the updates to your Pending Plan.

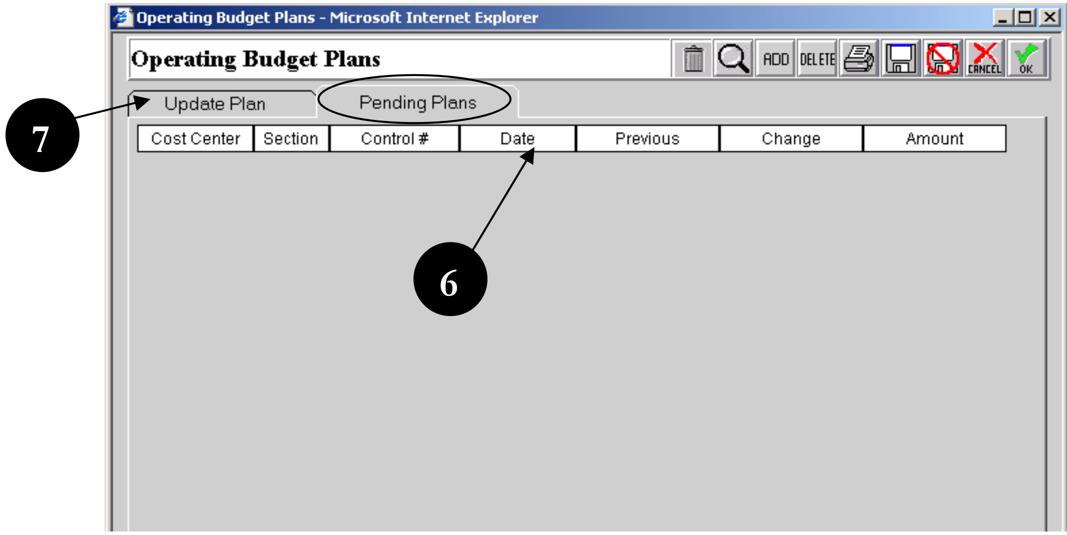


Figure 14

Operating Budget Recovery

Click on Recoveries in the Navigational Menu to access the Operating Budget Recoveries feature. Note: funds from an approved Recovery Advice must be available in order to create a Pending Recovery.

Update Recovery Tab

1. To create a new Recovery, select the appropriate Cost Center and Section ID (see Figure 15).
2. Select an Account Class Code (using the magnifying glass or manually with the “Add” button) and the corresponding Holding Pot (Note: these actions can be reversed if you would like to see what Holding Pots are available for the selected Cost Center and Section ID combination entered.
3. Enter your Recovery Amount (it may not go over the Holding Pot value or the Recovery Allotment amount)
4. Enter in your Recovery Remarks.
5. Click OK to save the Pending Recovery.

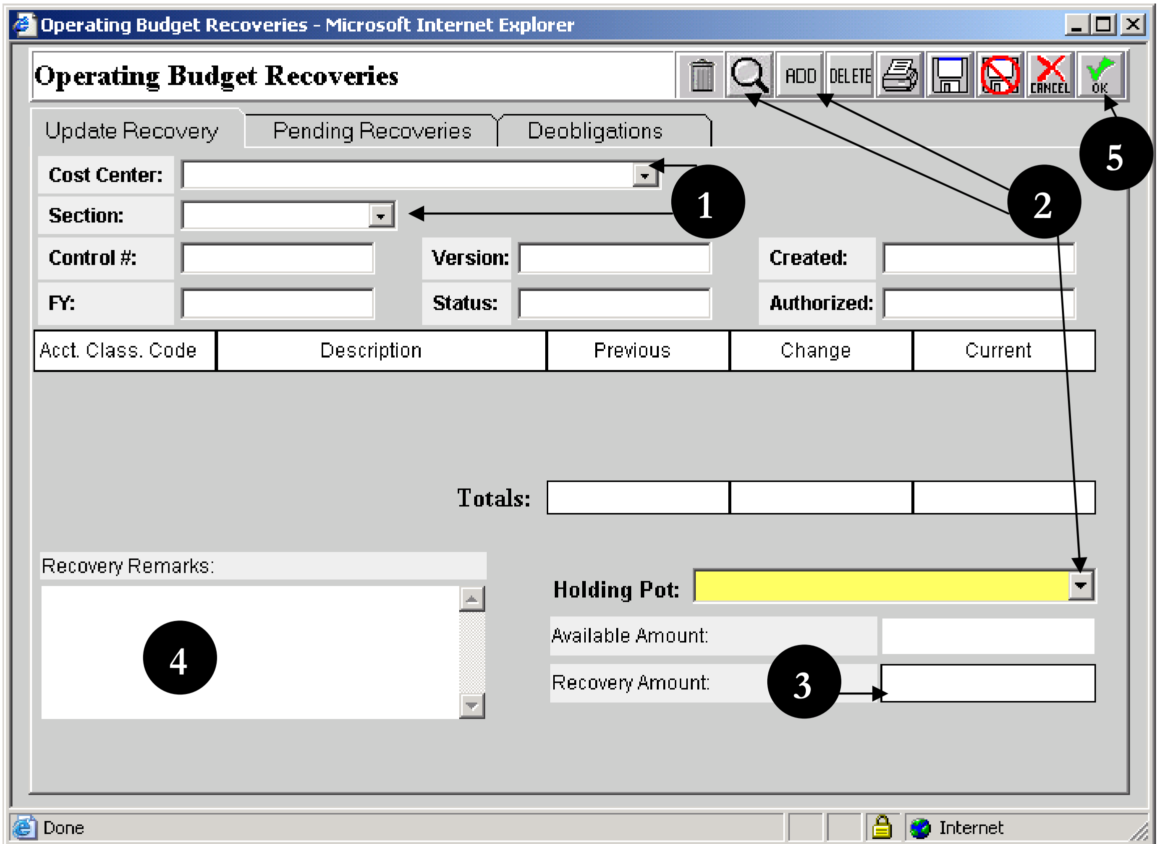


Figure 15

Pending Recoveries Tab

6. To update any pending recovery click on the Pending Recovery tab (see Figure 16).
7. It will show all the pending recoveries (if any).
8. Highlight one you want to update.
9. Then click on Update Recovery Tab.
10. Update the required fields and Click OK to save your Pending Recovery.

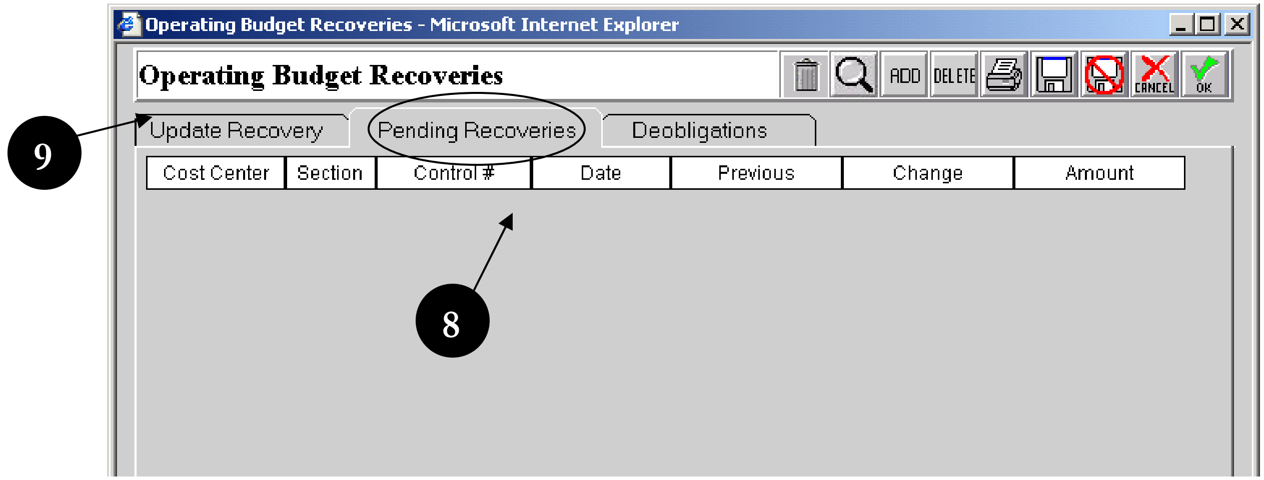


Figure 16

Deobligations Tab

11. The deobligation tab shows all the deobligations from the past years (see Figure 17).
12. Select one of the options from drop down menu VIEW and Fiscal year.

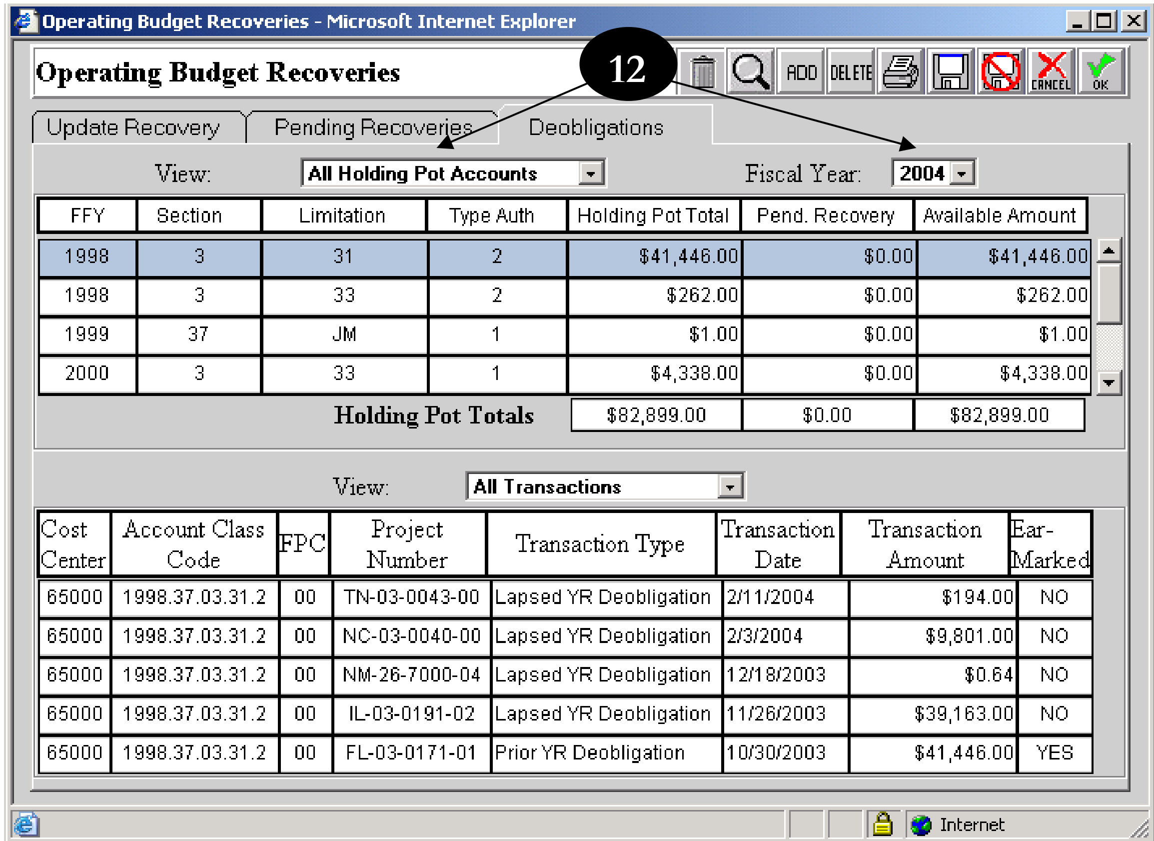


Figure 17

Operating Budget Transfers

Click on Transfers in the Navigational Menu to access the Operating Budget Transfers feature. Note: the Transfer feature is not currently available, but some of its capabilities will be noted in this guide should it become active again.

Update Transfer Tab

1. To perform a Transfer first select the desired Cost Center and Section ID in the "From" section (see Figure 18)
2. Use the magnifying glass under the "From" section to select an applicable account class code

3. Select the desired Cost Center and Section ID in the "To" section
4. Use the magnifying glass under the "To" section to select an applicable account class code (Note: there are many edit checks in the Transfers feature where only specific transfers are acceptable. For example, one rule is that the fiscal years and appropriation codes for the account class codes involved in the transfer must always match. The system will prevent and notify you with a message whenever an improper transfer value is attempted).
5. Enter in a Transfer Amount
6. Add Operating Budget Remarks
7. Click the green OK checkmark to save your Pending Transfer

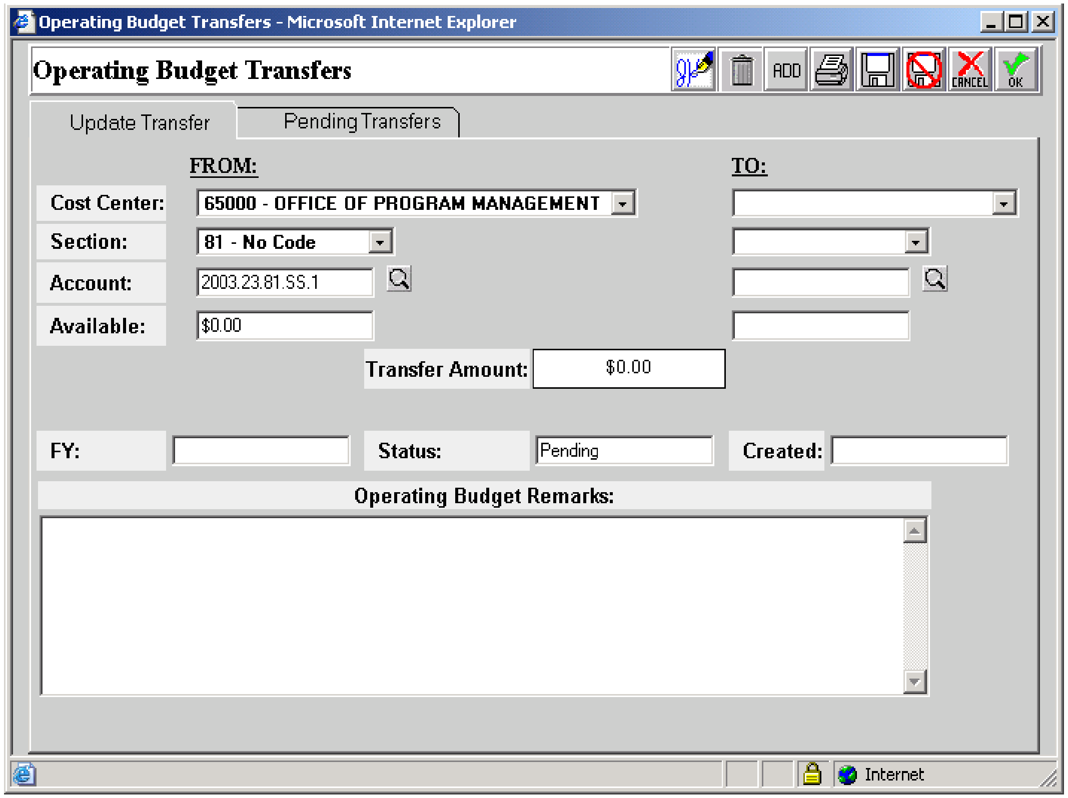


Figure 18

Pending Transfers Tab

8. Click on the Pending Transfers tab to see your list of pending transfers and to approve/ authorize a pending transfer (see Figure 19)

9. Select the pending transfer that you would like to approve by clicking on it and clicking on the signature block.

10. A pop up approval window will appear

11. Enter your PIN and click Transfer

12. Approved Transfers will be removed from the list in the Pending Transfers tab

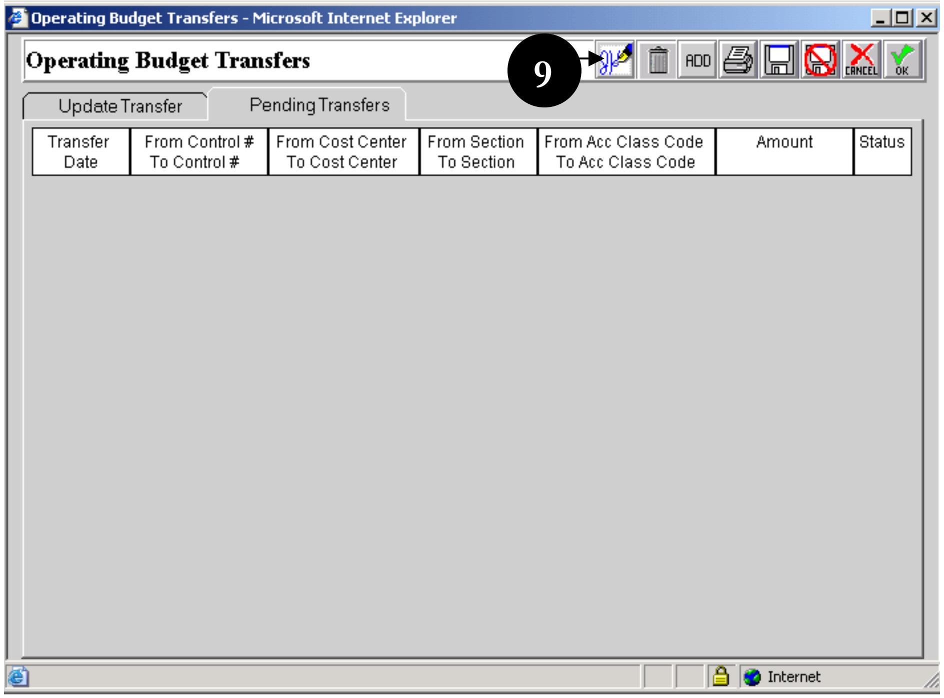


Figure 19

Notification

Query Notification

1. Click on the word Notification to expand the submenu items View Notification and Authorize Notification, as well as to enable the Query Notification Form (see Figure 20).
2. Enter your search criterion and click on Submit Query. Note: You may on select one “Type” to query at a time (e.g. Plan)
3. Your query results will replace the query form to the right of your screen

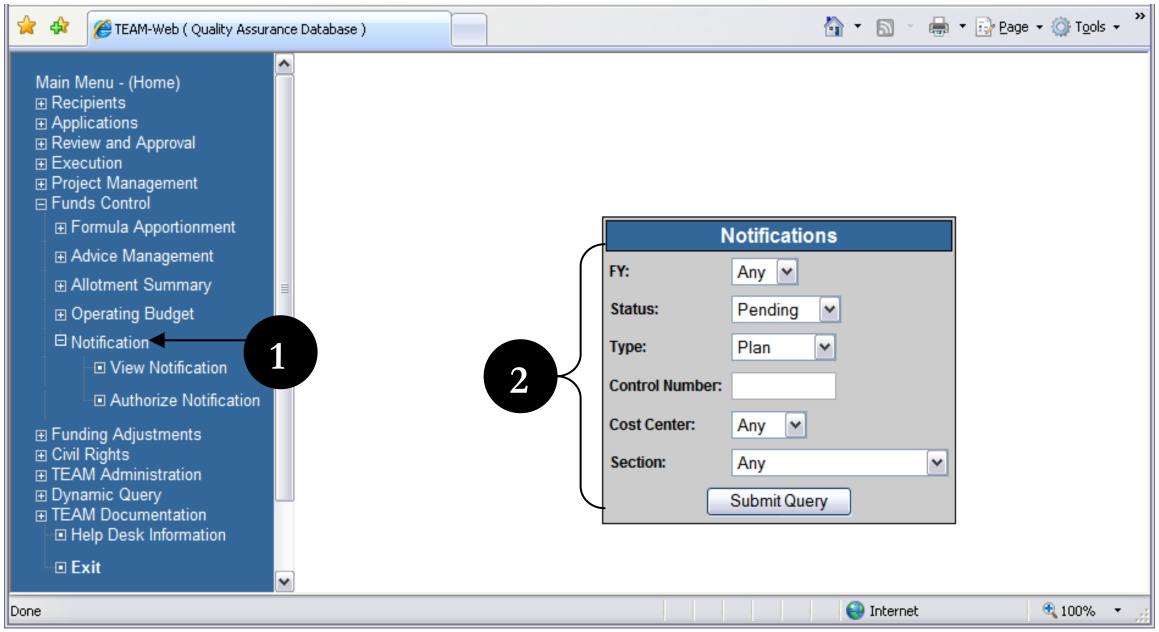


Figure 20

View Notification

1. Highlight the one specific notification from the query result.
2. Click on View Notification on the menu bar.
3. A new window with all details of notification will pop up (see Figure 21)

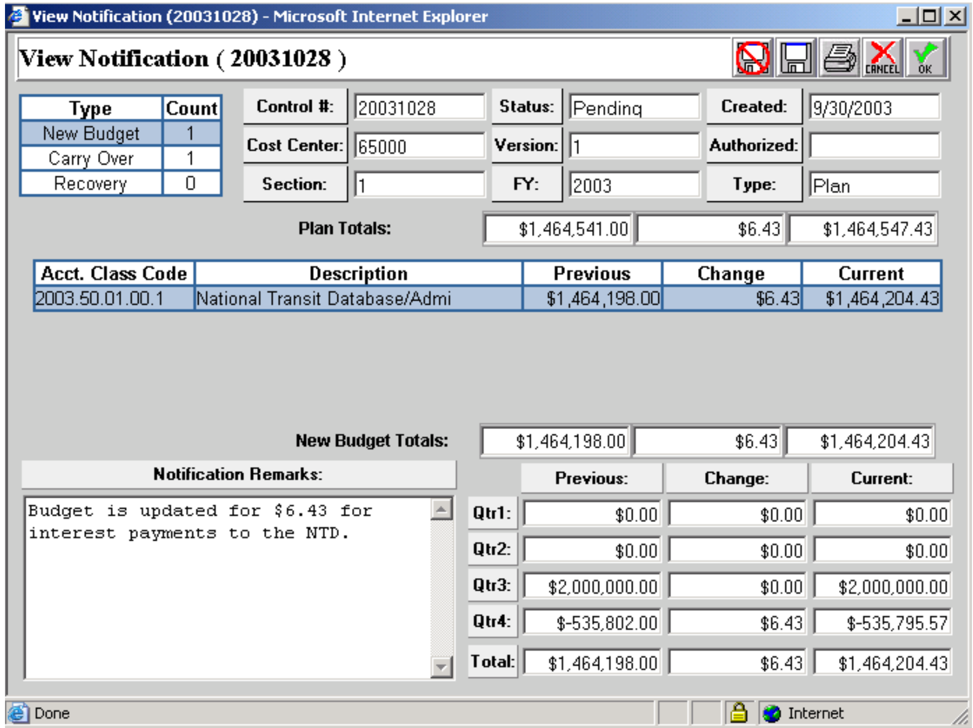


Figure 21

Authorize Notification

1. To authorize notification, query the notification (if necessary), then choose Authorize Notification from the Navigational Menu. (Note: if the Transfer Feature is available, and the query was for a Transfer Notification, the Transfer feature will open, since that is where Transfers are authorized). See Figure 22 for an illustration.
2. Click on the Authorize (signature) button.
3. A new window will pop up asking for your PIN.
4. Type in your PIN and Click Authorize.
5. The Notification is now authorized

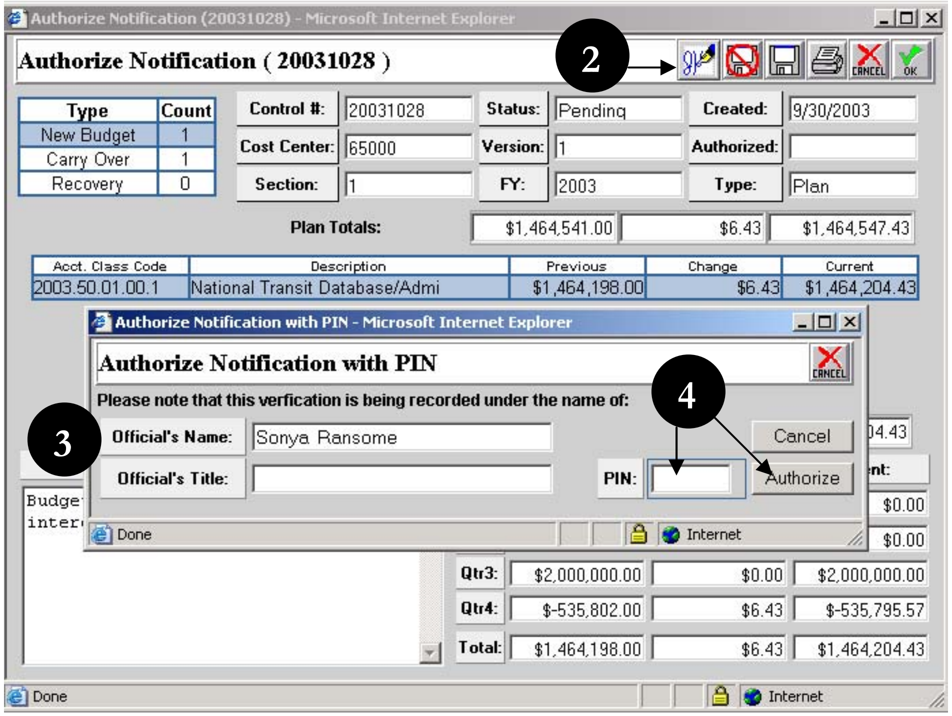


Figure 22

Funding Adjustments

Funding Adjustment Level 1

1. Level 1 Funding adjustments are for making a reversal to obligations that made the same day the reversal is attempted to a project that is not yet executed. You may click on the words Funding Adjustments to query for your application if necessary, or just click on the 'plus' sign to the left of the words Funding Adjustments to expand the submenu.
2. With your application selected, click on Level 1 under the Funding Adjustments menu (see Figure 23)

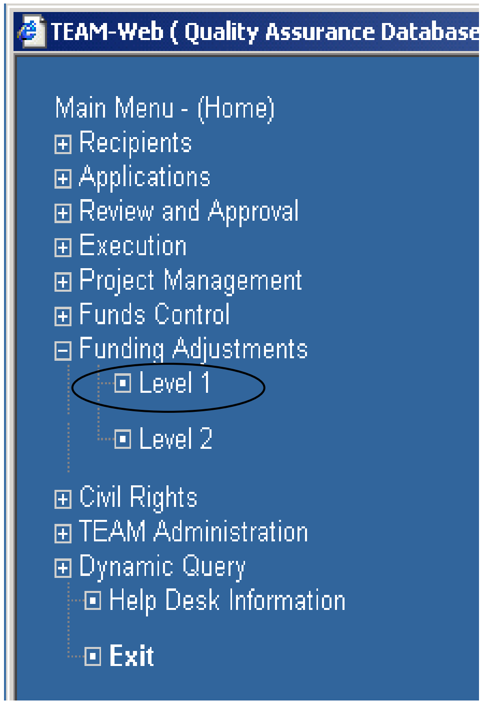


Figure 23

3. On the screen REVERSE Obligation, the user will first see the Summary tab, which shows general details of the project and has the Approve Reversal button (see Figure 24).
4. The Obligations tab shows details of the award
5. To change the obligations click on the Approve Reversal button.
6. You will get a prompt confirming if you want to make changes. Click OK.
7. The Obligation is now reversed.

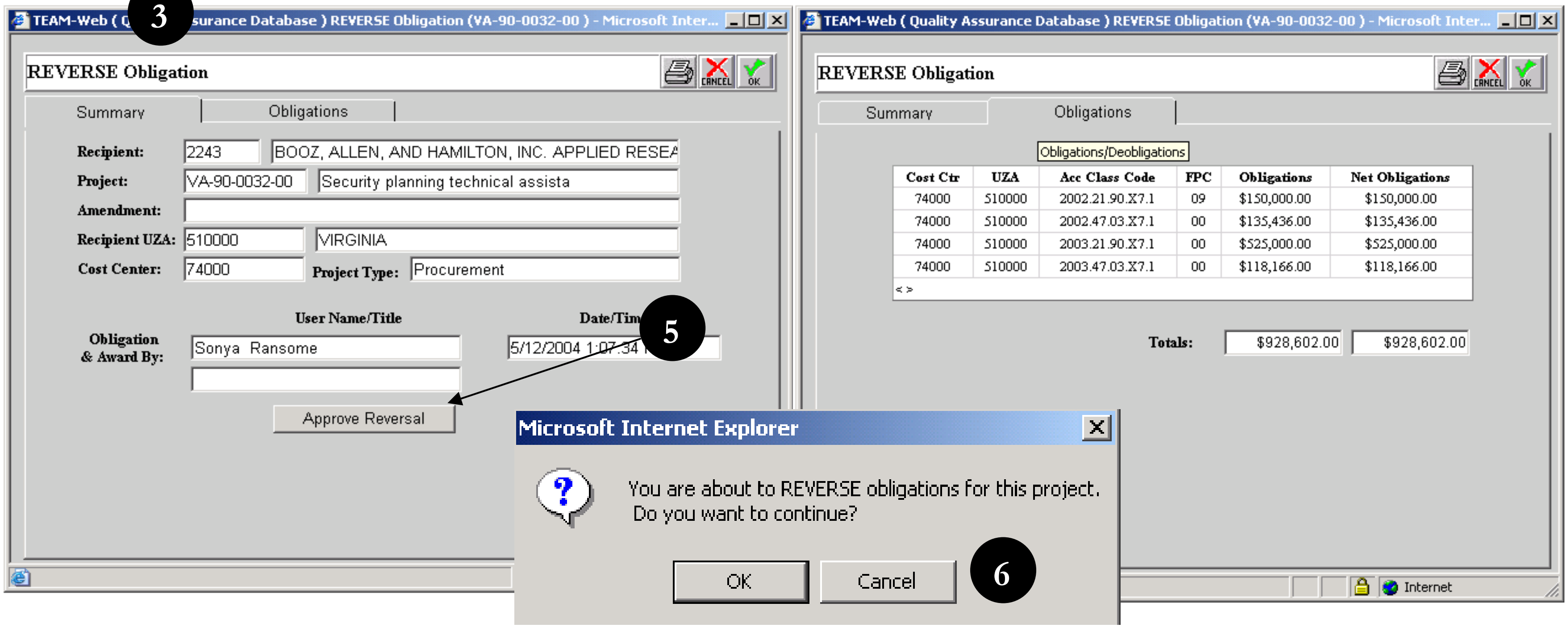


Figure 24

Funding Adjustment Level 2

1. Level 2 Funding adjustments are for making a reversal to obligations, which are not executed yet and are from the current fiscal year only (but past the same day of the obligation).
2. To make level 2 reversals, click on Funding Adjustments and the query the application, which needs to be reversed.
3. Click on the Level 2 option under Funding Adjustment (as seen in Figure 23)
4. The screen defaults to the Summary tab with general project and obligation information shown as well as the Submit Request button (see Figure 25). The Obligations tab can be reviewed as it is in the Funding Adjustment Level 1 feature to see the details of the obligation authorized by FTA.
5. Click on the submit request button.
6. The request will be submitted to TBP through email.

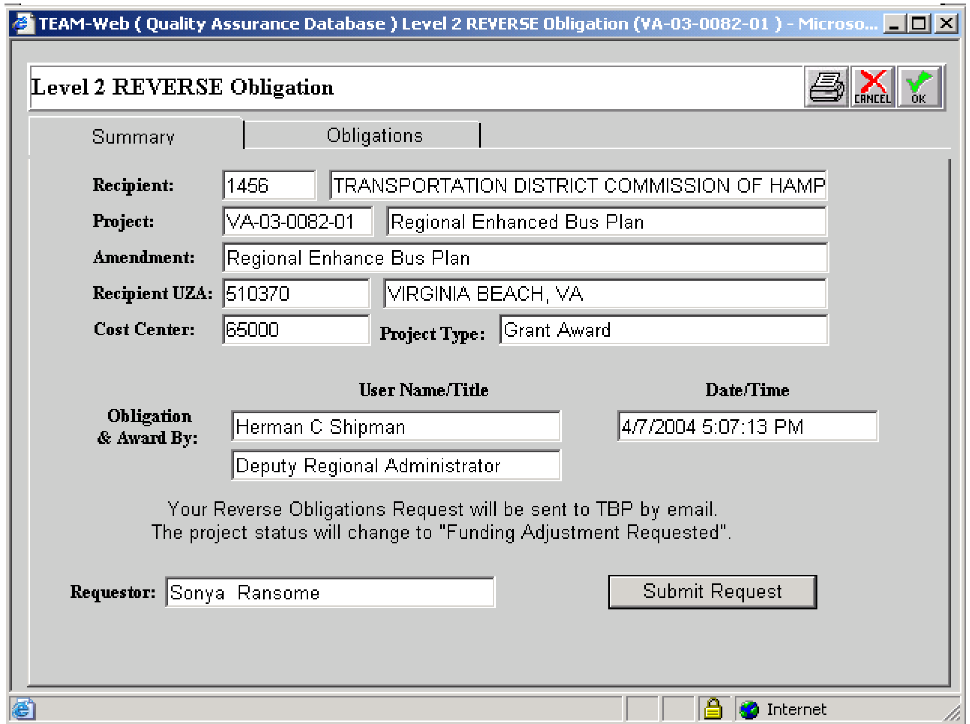

TEAM-Web (Quality Assurance Database) Level 2 REVERSE Obligation (VA-03-0082-01) - Microso...
Level 2 REVERSE Obligation
CANCEL
OK
Summary
Obligations
Recipient:
1456
TRANSPORTATION DISTRICT COMMISSION OF HAMP
Project:
VA-03-0082-01
Regional Enhanced Bus Plan
Amendment:
Regional Enhance Bus Plan
Recipient UZA:
510370
VIRGINIA BEACH, VA
Cost Center:
65000
Project Type:
Grant Award
User Name/Title
Date/Time
Obligation & Award By:
Herman C Shipman
4/7/2004 5:07:13 PM
Deputy Regional Administrator
Your Reverse Obligations Request will be sent to TBP by email.
The project status will change to "Funding Adjustment Requested".
Requestor:
Sonya Ransome
Submit Request
Internet

Figure 25

Index

TEAM-Web User Guide

Chapter 10
TEAM-Web Administration

By:
QSSI

Version: 2.03
Date: 02/29/2008

Chapter 10 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
1.2	10/02/2006	Addition of Earmark Administration and Query Features	Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/20/2007	Continued Formatting changes and updates	Travis Klein
2.02	06/21/2007	Formatting changes and indexing	Travis Klein
2.03	02/29/2008	Minor reference modifications	Travis Klein

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

Chapter 10 Table of Contents

TEAM-Web Administration

Overview

This chapter will detail the following system features: Earmark Administration (Earmark Query), Help Desk Utilities (including Change Project Number, Delete Project, Delete Milestones, and Delete User Locks), and Security (including Add User and Modify User).

Earmark Administration

To access the Earmark Administration feature, first expand the Navigational Menu under TEAM Administration by clicking on the plus sign to the left of words TEAM Administration, then click on the plus sign to the left of the words Earmark Administration (see Figure 1)

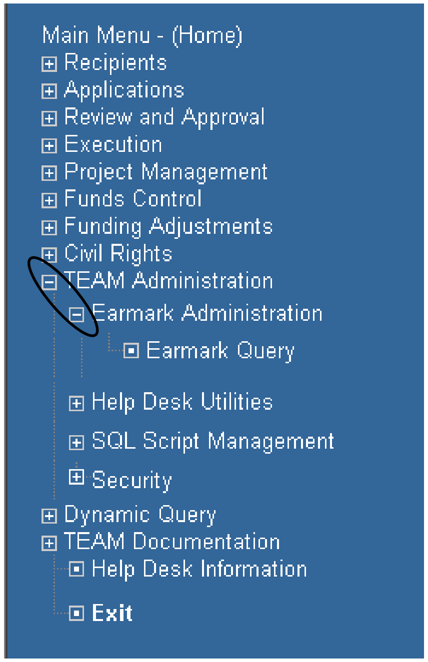


Figure 1

Earmark Query

1. Click on the words Earmark Query and a query screen will appear to the right (see Figure 2)
2. Enter search criteria and click the Submit button. Earmark records matching the search criteria will be displayed.

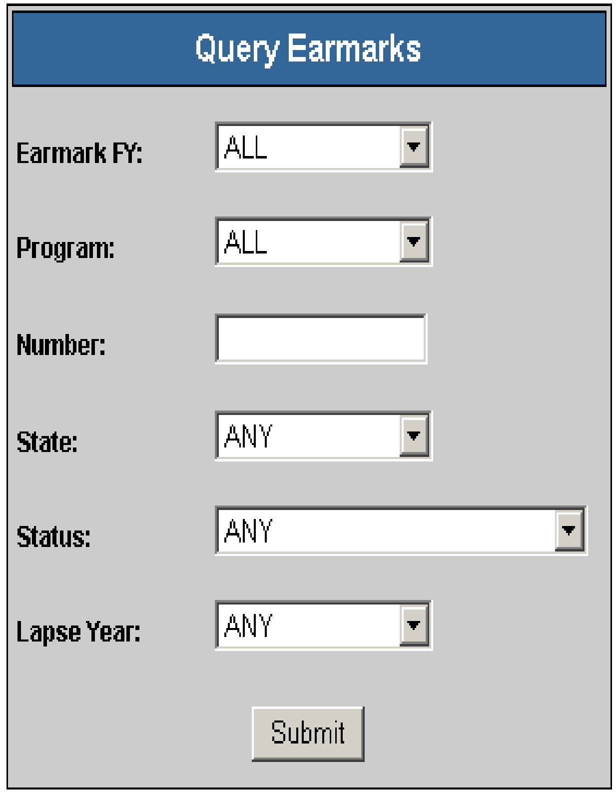


Figure 2

3. To update an Earmark, click on an Earmark ID link at the top of the screen (see Figure 3).
4. Once the record is highlighted, click on the Edit button at the bottom of the screen. Once clicked, the button will convert to the Update button.
5. Access to update earmark fields is dependent upon individual user roles assigned in the Security screen. Users with Earmark Administration roles have access to update the Status, Comments, Earmark Manager, and Recipient ID fields. Users with the

additional roles Earmark HQ Manager or Earmark Financial Manager will have access to update a majority of the earmark fields.

6. Once changes are completed, click the Update button.

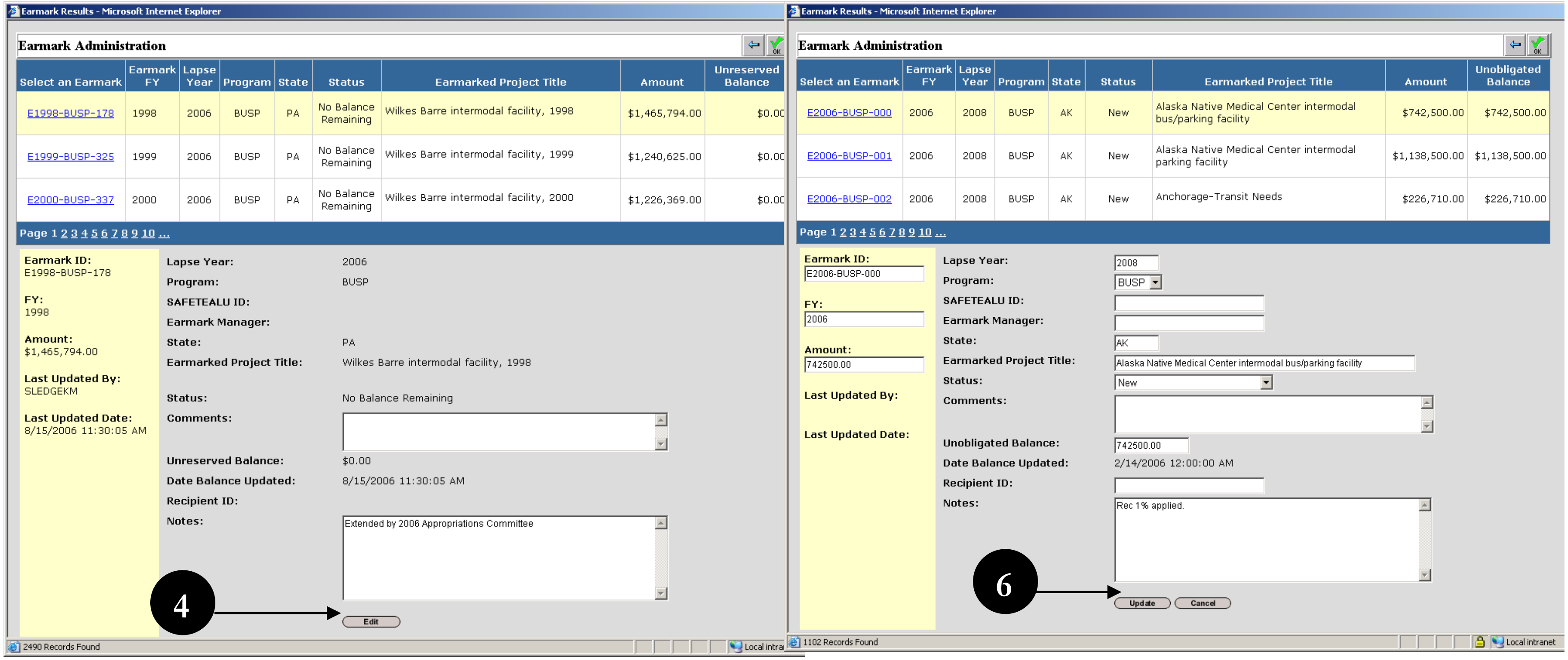


Figure 3

Help Desk Utilities

1. Access the Help Desk Utilities by first expanding the menu under TEAM Administration by clicking on the plus sign to the left of it (see Figure 4)
2. Click on the words Help Desk Utilities and a query screen will appear to the right and the remaining submenu items will become viewable.
3. Enter your application search requirements and hit enter or click on Submit Query.

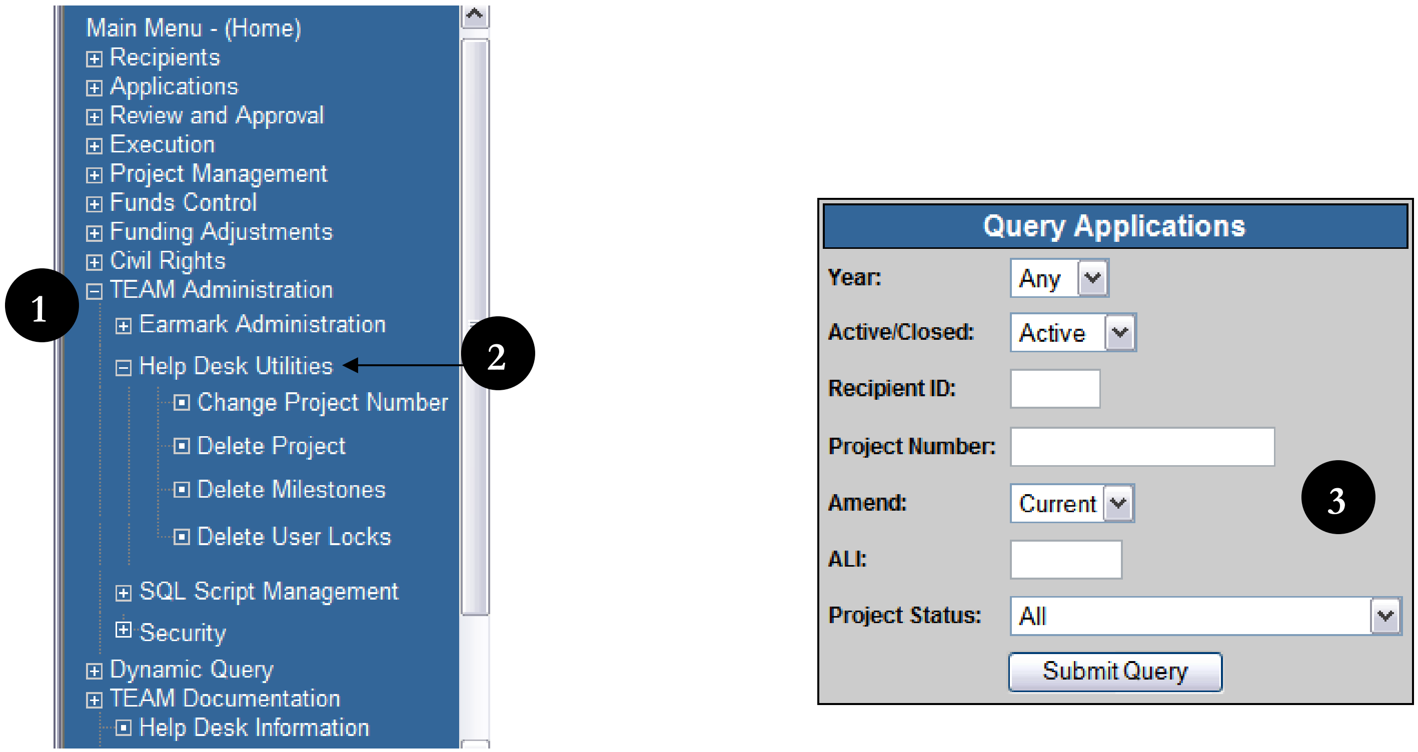


Figure 4

Change Project Number

1. After Querying for your project and selecting the Change Project Number feature, enter in the new project number data by the State, Section ID, Activity, and Sequence number (see Figure 5).
2. If you would like to reset to the existing project number, click on the Reset button.
3. Certain Section ID's can only be selected depending on the chosen Section of Statute. If an unacceptable Section ID is entered, TEAM will give the user a system message notifying them and providing them with a list of permissible Section ID's for that Section of Statute.
4. Once you have entered in the new project number information, click on the Submit button.

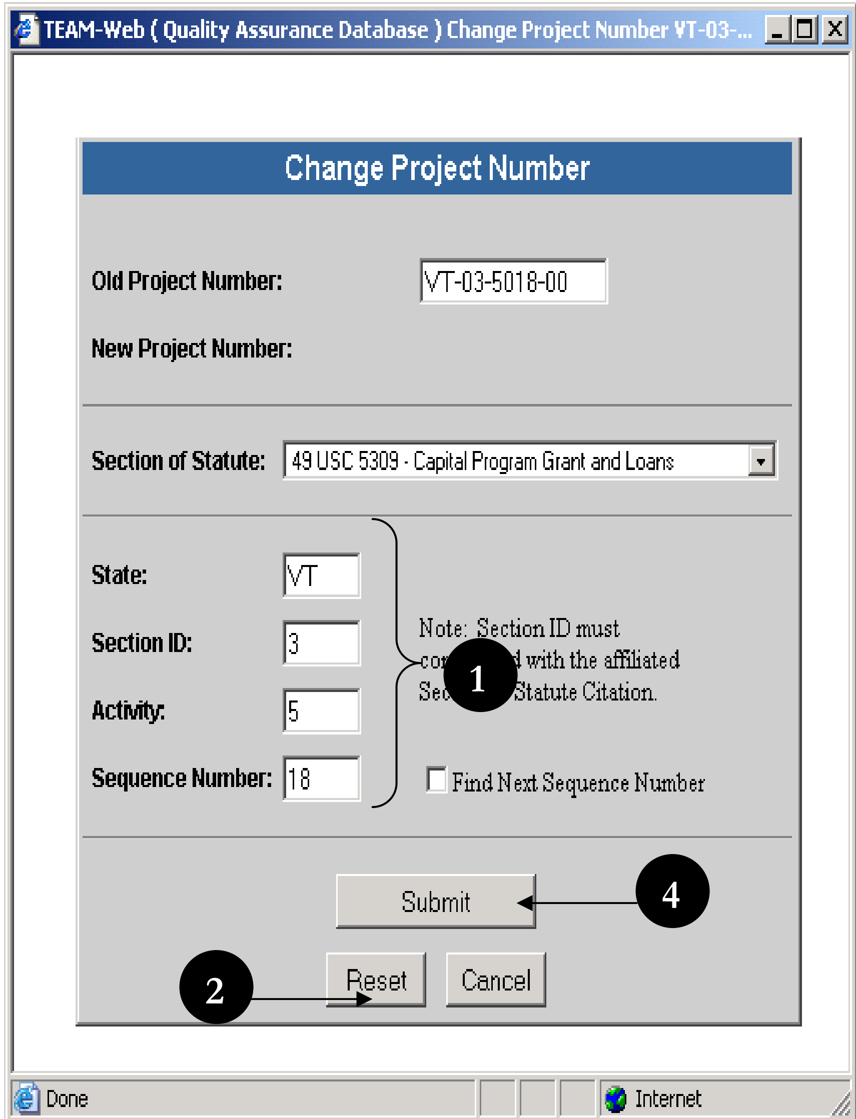

TEAM-Web (Quality Assurance Database) Change Project Number VT-03-...
Change Project Number
Old Project Number:
VT-03-5018-00
New Project Number:
Section of Statute:
49 USC 5309 - Capital Program Grant and Loans
State:
VT
Section ID:
3
Activity:
5
Sequence Number:
18
Find Next Sequence Number
1
2
4
Submit
Reset
Cancel
Done
Internet

Figure 5

Delete Project

1. First query for a project and highlight the desired project by clicking on it.
2. Then click on the words Delete Project in the main menu under Help Desk Utilities (see Figure 6)
3. A message box with pop up asking whether or not you are sure you would like to delete the project.
4. If you are sure that you would like to delete the project, then click on the OK button.

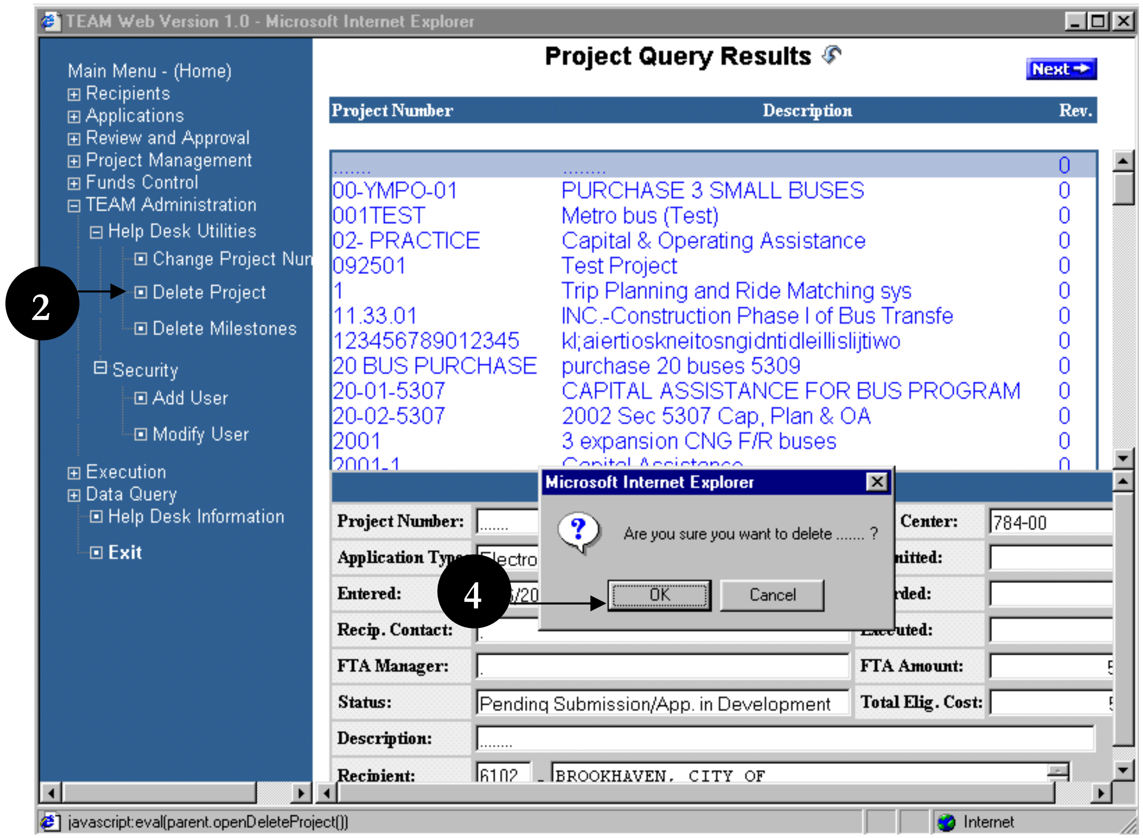


Figure 6

Delete Milestones

1. First query for a project and highlight the desired project by clicking on it.

2. Then click on the words Delete Milestones in the main menu under Help Desk Utilities (see Figure 7).
3. A message box with pop up asking whether or not you are sure you would like to delete the milestones.
4. If you are sure that you would like to delete the project's milestones, and then click on the OK button.

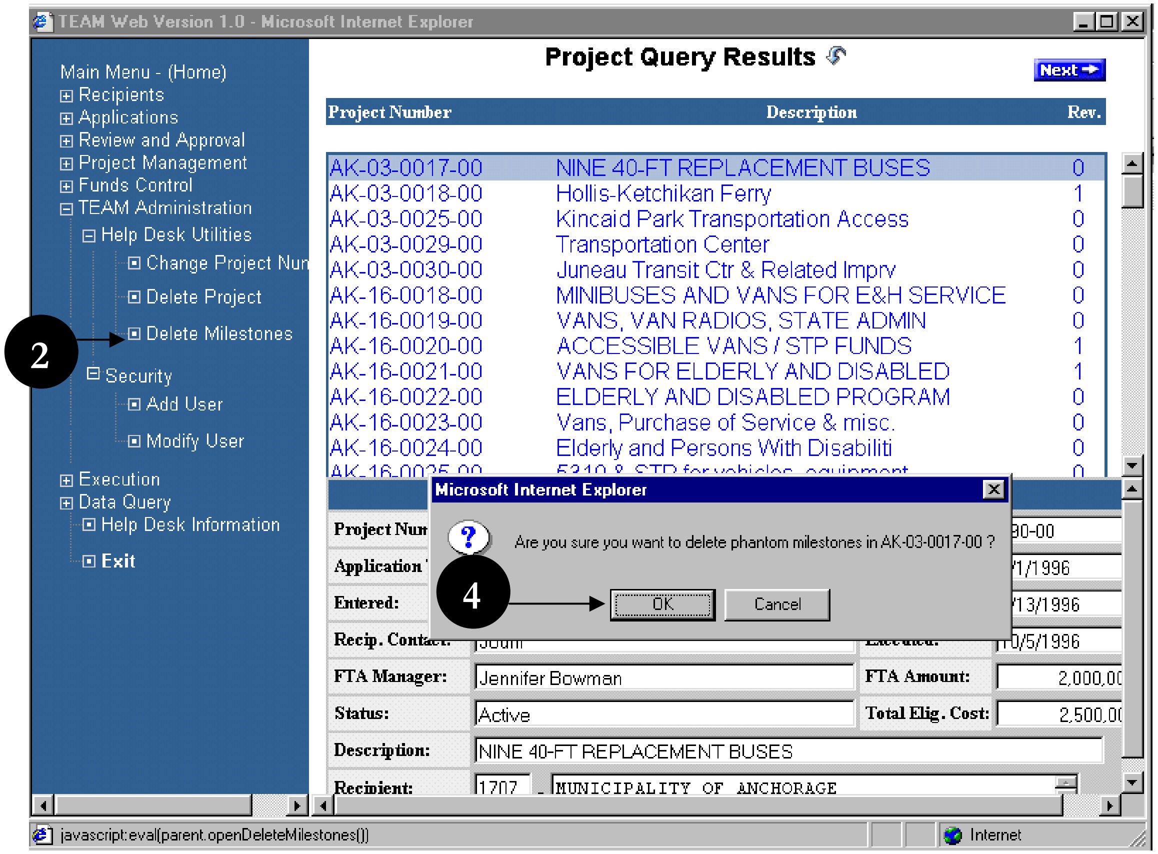


Figure 7

Delete User Locks

1. Click on Delete User Locks in the Navigational Menu (see Figure 8). If no user accounts are locked a dialog box saying "No Outstanding Locks" will appear (see Figure 9).

2. If a user account is locked, it will show up in a table – click on it to highlight/select it and click the DELETE button (see Figure 10).
3. The user account will be unlocked.

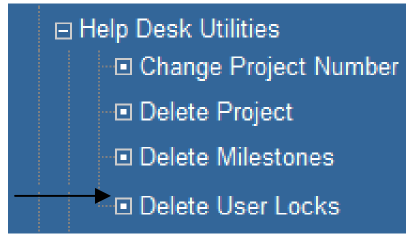


Figure 8

Figure 9

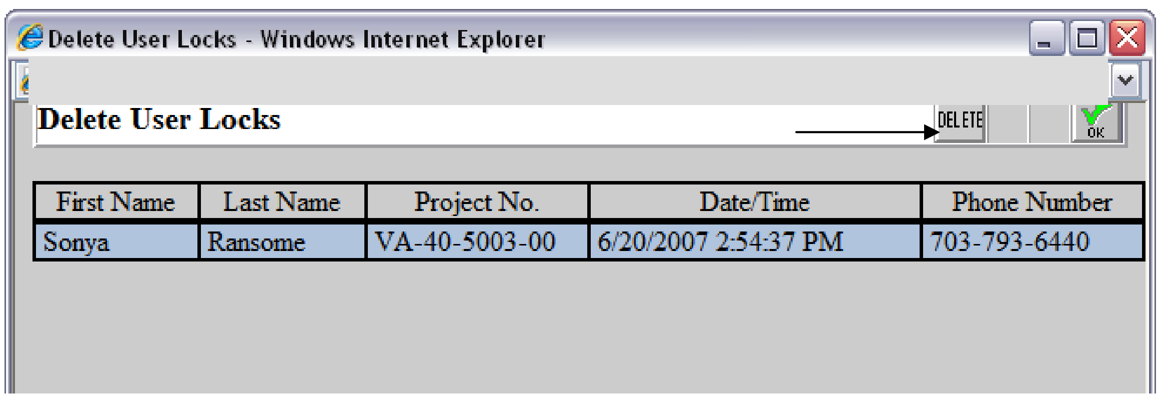


Figure 10

Security

1. To Access TEAM-Web security you must first expand the menu under TEAM Administration by clicking on the plus sign to the left of it.
2. Next, click on the word Security in the main menu. This will expand the menu further and the screen to the right will change revealing a Query User form (see Figure 11)

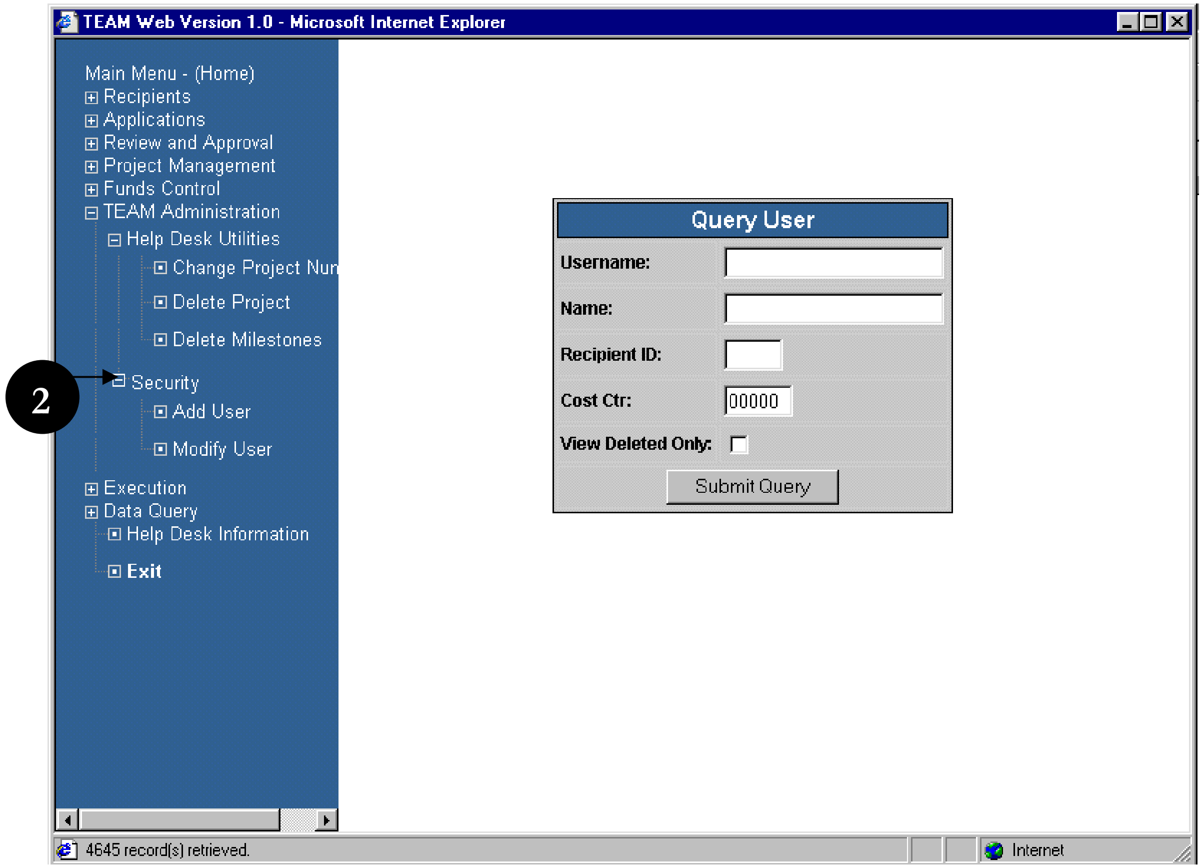


Figure 11

Add User

1. Click on the words Add User on the Navigational Menu.
2. A new user screen will open up, which is a blank Modify User screen.

General Info Tab

3. The screen defaults to the General Info Tab (see Figure 12).
4. Those users with access to this screen may modify/enter data into any one of these fields.

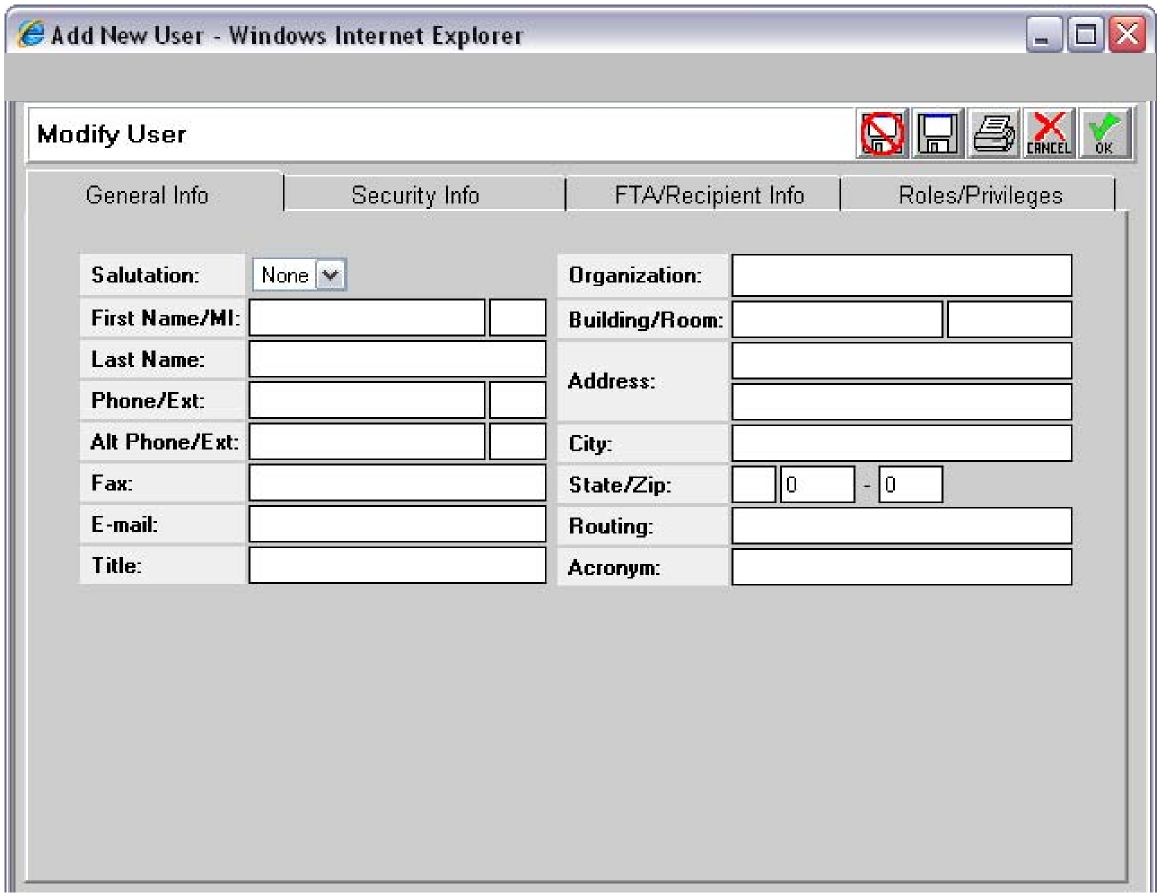


Figure 12

Security Info Tab

5. The Username, Remark, and User Note fields are all manually modifiable (see Figure 13)
6. A default Identity, random password, date Created, and the Changed date are all automatically populated.
7. The password can be changed to a new random value by clicking Set Password.
8. The PIN number is generated by clicking on the Set PIN button. The PIN can then be activated by clicking on the Activate PIN button (the Activated date will then automatically populate). If the Delete PIN button is clicked, both the PIN number and the Activated date will disappear.
9. The Delete Account button will gray out all fields and prevent modification.

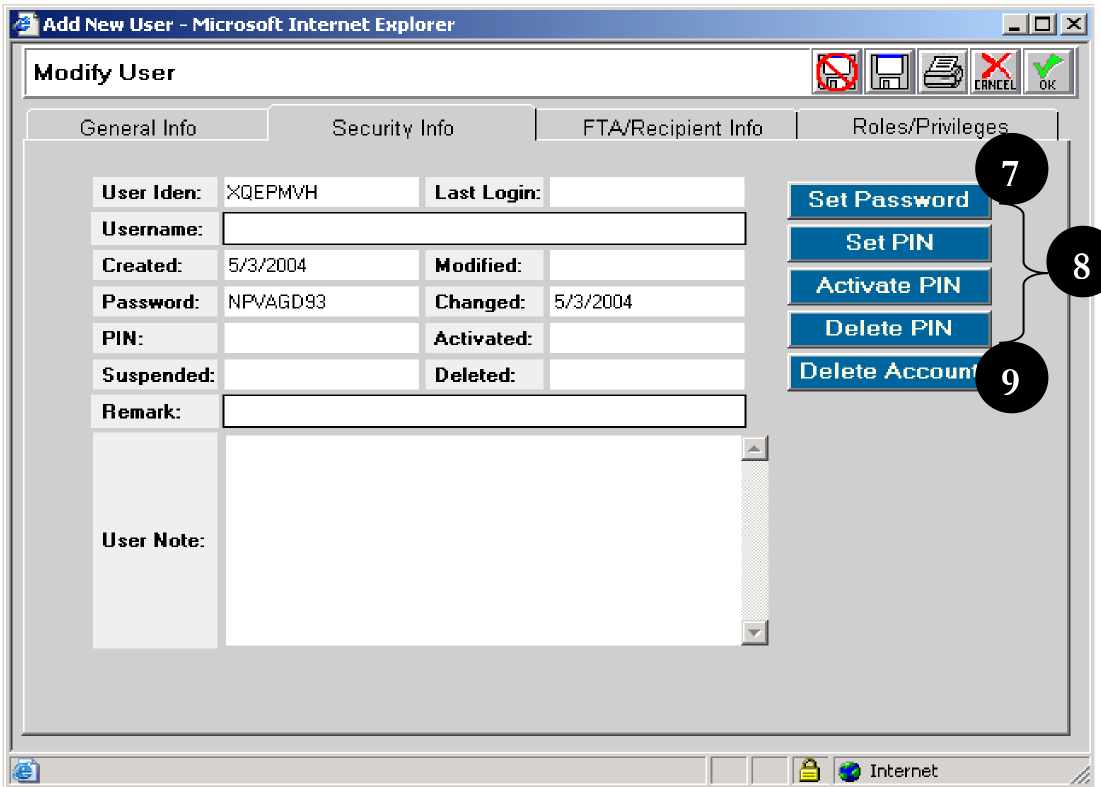


Figure 13

FTA/Recipient Info Tab

10. The Cost Center and Recipient ID information are entered in this tab (see Figure 14).
11. The user can enter in each of the values manually if desired.
12. The details magnifying glass may also be pressed in order to reveal a new screen from which the user can select the data and have it populated for them.
13. Simply click on the magnifying glass button, select the radio value desired (and in some cases Select all/deselect all functional button will be available), and click OK.

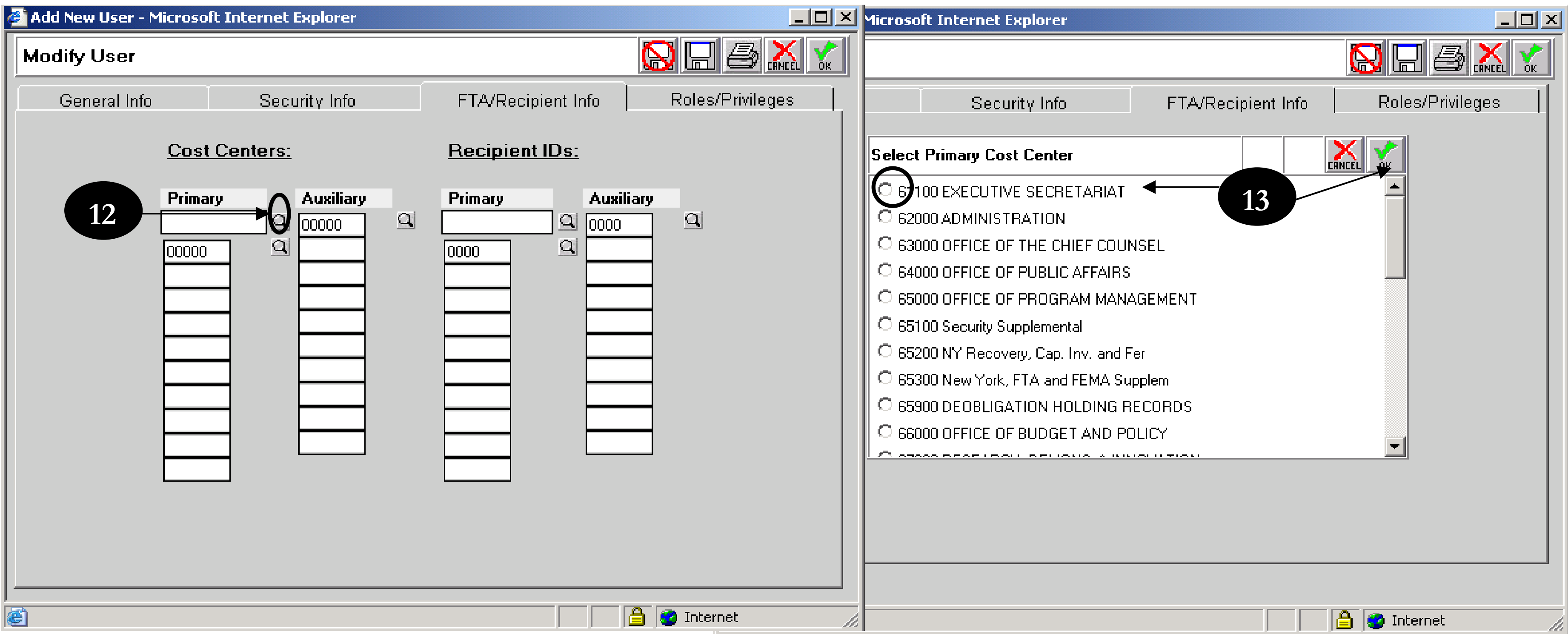


Figure 14

Roles/Privileges Tab

14. This tab allows the current administrative user to set the rights of the new user (see Figure 15).
15. Select the database the user is to have rights to from the drop down box.

16. Select the role of the user by clicking on the appropriate radio button.
17. Define the user’s privileges by selecting the appropriate check boxes.

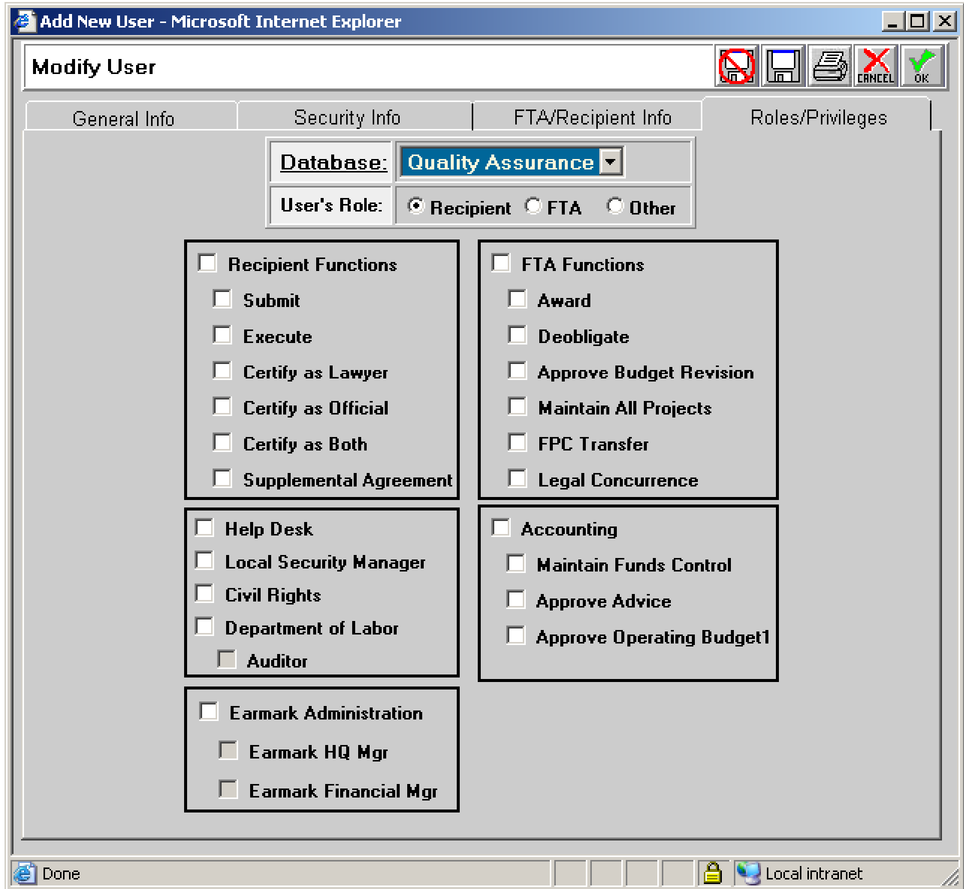


Figure 15

Note: By selecting the general offset privilege check boxes (Recipient Functions, FTA Functions, Accounting, etc.), the user will have rights to the applicable screens, but will not be able to modify or execute various transactions (PINNING, etc).

Modify User

1. To access a user you must first click on the word Security on the main menu to reveal the query form (see Figure 16).
2. Query for a user and then highlight that use by clicking on the data in the results screen.
3. Click on Modify User in the main menu.

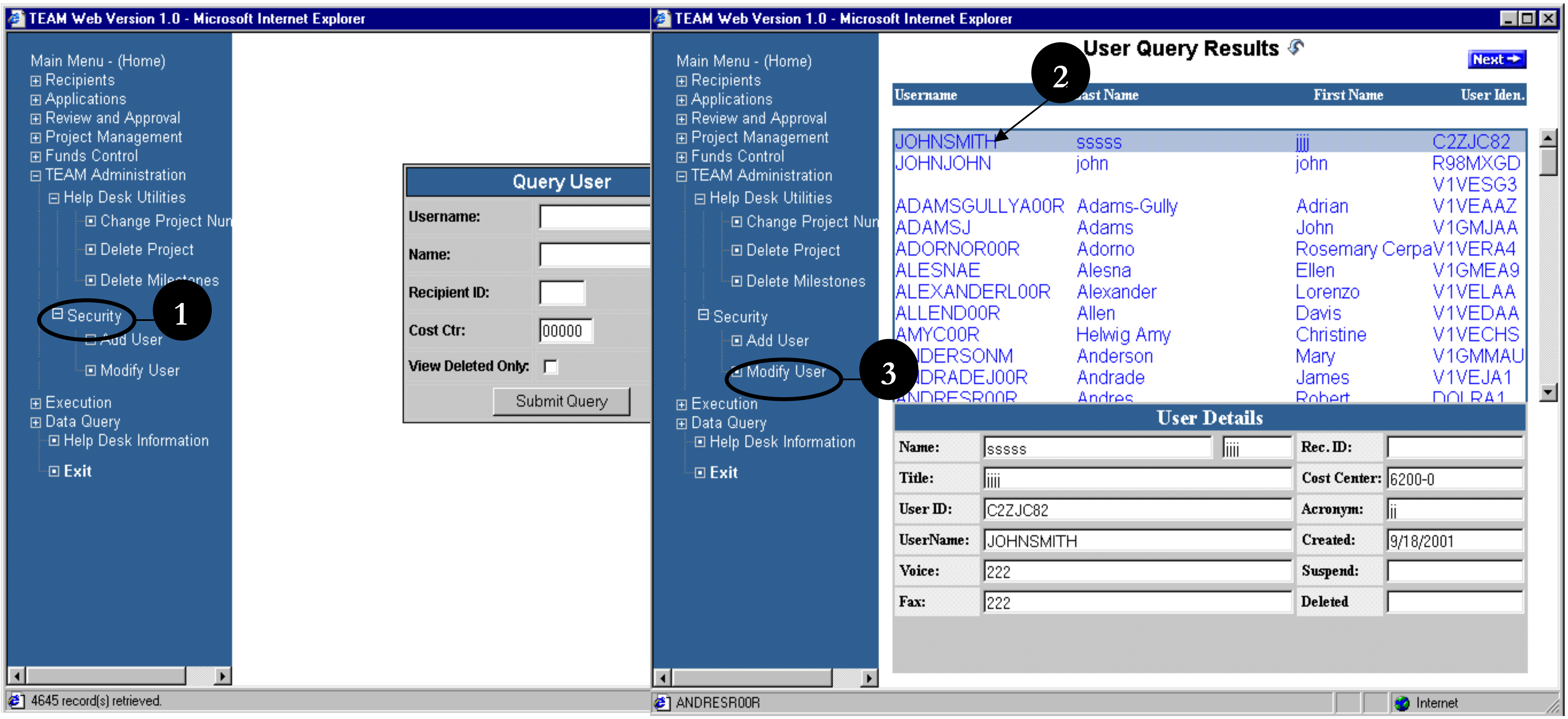


Figure 16

4. Modifying a user follows the same criteria as the Add User functions except for the Security Info Tab (see Figure 17).

5. One notable difference is that the current administrator cannot view the user's password and PIN numbers for security reasons (the user would have been required to change their password when it is first created as well as after any time it is "set" by an administrator).
6. Other notable differences include the Suspend and Reactivate User buttons.
7. Pressing the Suspend User button populates the Suspended date field. This prevents the user from accessing the TEAM-Web system in any way.
8. The Reactivate User button removes the Suspended date as well as the suspension itself (the user will again be able to access the system with all of their established privileges).

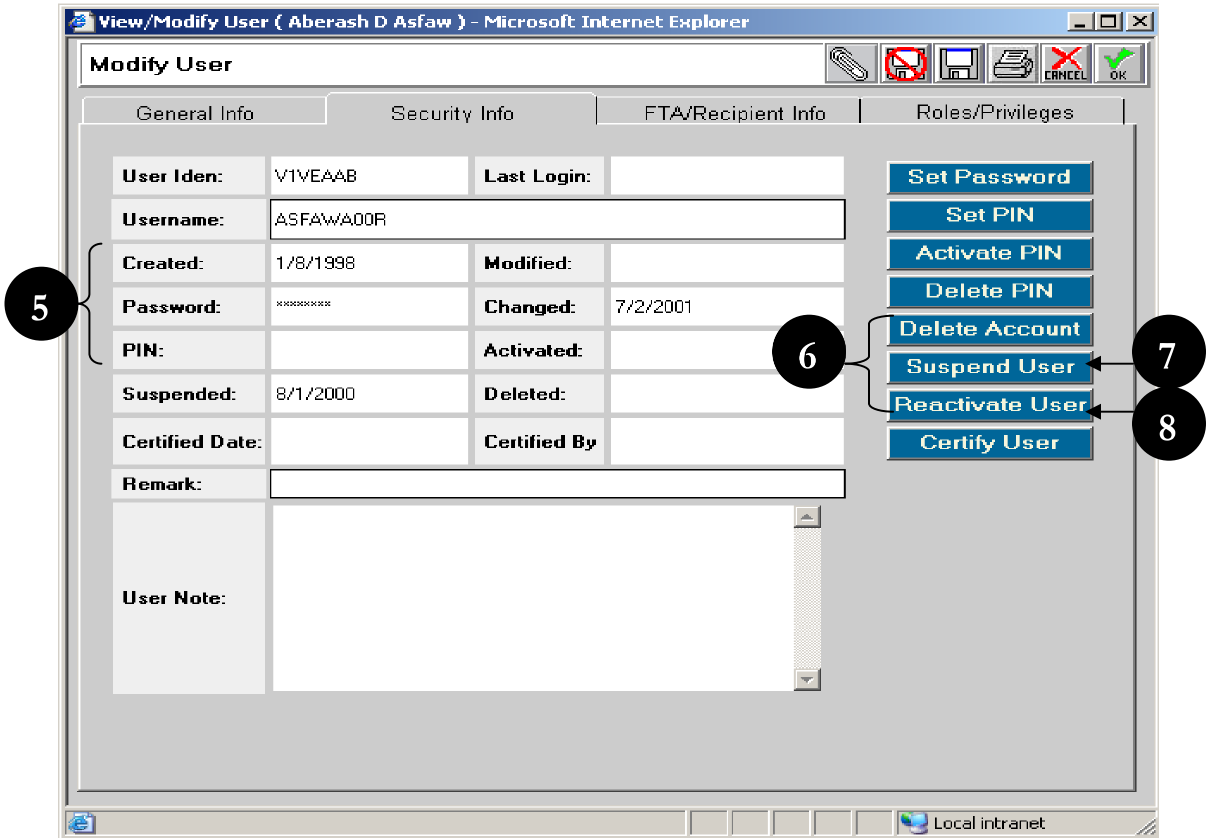


Figure 17

9. Another significant difference is a Certify User button and the corresponding data fields Certified Date and Certified By. The Certify User button is used to document that the user has an Authorized User Access form on file. Clicking the Certify User button will add a date to the Certified Date field. If the account was suspended that date will be removed. Once the save or OK icon is selected the Certified By field will be populated with the certifying officials name. (see Figure 18)

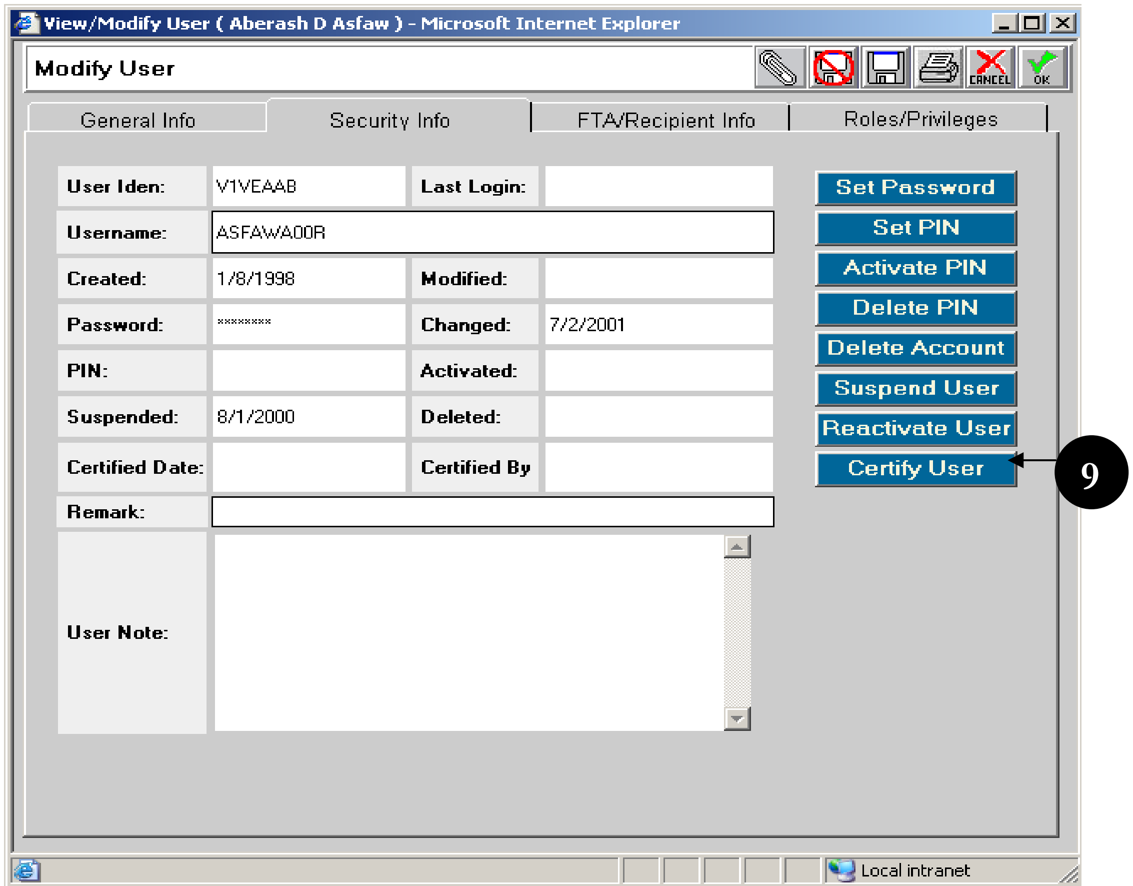


Figure 18

Note: Please refer to the section detailing Add User for all other functions concerning user modification

Index

TEAM-Web User Guide

Chapter 11
Dynamic Queries

By:
QSSI

Version: 2.03
Date: 02/29/2008

Chapter 11 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/25/2007	Continued formatting changes and updates	Travis Klein
2.02	06/26/2007	Continued formatting changes and updates including indexing	Travis Klein
2.03	02/29/2008	Minor reference modifications	Travis Klein

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Chapter 11 Table of Contents

Dynamic Queries

Overview

This chapter will summarized the various types of queries available as well has how to perform and save the results of a dynamic query.

Data Queries

- **Active Projects –** This report provides project totals for projects that have been obligated and not closed and shows only the current amendment for that project.
- **Active Recipients –** This report provides information on all TEAM recipients (customers) that are listed as Active.
- **Active Users –** This report provides data on Active Users of TEAM. Please note that suspended users are also shown.
- **Closed Projects –** This report provides basic data for all closed projects.
- **Closed and Deobligated –** This report provides basic data for all projects closed in the specified date range for projects that deobligated funds.
- **Cumulative Apportionments –** This report provides the cumulative data for the formula apportionment records of a specified account and/or UZA.
- **Cur. FY Apportionments –** This report will provide the formula apportionment totals for a specified account and/or UZA for the current year.
- **Cur. FY Obls by Amd. –** Data is available from Amendment 00 (Original Project) through latest amendment for:
    - Projects obligated in the current fiscal year-to-date,
    - Projects submitted for which funding has been reserved but not yet obligated,
    - Projects for which funding has not been reserved, and
    - Projects obligated this FY year for which deobligations have been made.
- **Cur. FY Obls by Funding Source –** Data is available for:
    - Projects obligated in the current fiscal year-to-date, and
    - Projects submitted for which funding has been reserved but not yet obligated.
- **DBE Obls. By Percent –** This report will provide the percentage of obligations for a grantee that is a Disadvantaged Business Enterprise by grantee id.
- **DBE UZA Data –** This report will provide the total obligations for a grantee that is a Disadvantaged Business Enterprise by UZA id.
- **Data - Inquire by State –** This is a report that allows a user to graphically select data for a specific State.
- **Deobligations –** This report provides basic data for all projects showing deobligations in the specified date range.

- **Disbursements and Refunds –** Data is available for disbursement and refund data, as imported from DELPHI, FTA's accounting system. * Please note there is a lag between system data feeds and for up to the minute disbursement and refund information, it is better to go directly to DELPHI.
- **Disbursements by % –** This report provides disbursement data for active projects: percentage of disbursements over obligations, last disbursement date, etc.
- **Earmark Report –** This data query was developed to provide the user with a listing of all of the information on Program Earmarks. There is one row for each Earmark in the database. It includes information such as Fiscal Year of Earmark, Earmark ID, Earmark Program, Original Earmark Name, Original Amount, Status, State, unreserved Amount (amount remaining), and Notes.
- **Earmark Grant Report –** This data query was developed to provide the user with a listing of all of the information tracked at the Grant Earmark Level. There is one row for each Project Number and Earmark pairing. It also shows dates and amounts of project reservations, obligations, and dates sent for release and released, as reported in TEAM.
- **FSR Data –** Financial Status Report and other financial information is available for all projects obligated (but not closed) as of the end of the previously completed quarter.
- **FTA Recipient –** This report provides information for all TEAM recipients on file.
- **New Starts by Project –** This report provides information on all Active projects funded under the New Starts Program: section 03 with an approp code of 47 or 37. A filter on Project is provided.
- **New Starts by State –** This report provides information on all Active projects funded under the New Starts Program: section 03 with an approp code of 47 or 37. A filter on State is provided.
- **Obligations by Funding Source –** Data is available for the total Obligations, Reservations, and Deobligations for an account class code. The data for that account class codes UZA's and projects can be retrieved by clicking on the Excel link.
- **Operating Budget –** This report will provide the totals for the account class code at the account level. The UZA and project are not included in this report.
- **Pending Obligations –** Data is available for all projects reserved but not obligated.
- **Project Budget –** Project Budget Activity Line Item (ALI) data is available for all projects obligated this Fiscal Year to date: ALI amounts are calculated for each amendment.
- **Project Status Data –** Data is available for:
  - Projects obligated in the current fiscal year-to-date, and
  - Data is available for projects with status not closed.
- **Projects Ready for Award –** Data is available for all projects reserved but not obligated.
- **Recipient Contact Information –** Data is available for all Recipient Contacts. There is one row for each contact in the TEAM database. This query can be used to compile addresses for mailings, phone numbers for call lists, etc.

- **Reconciliation Data –** This report will show you the obligation discrepancies between the CFYOBL2, CFYFAP and the OPERBUD file. This report will also tell you which accounts have different available balances between the OPERBUD and CFYFAP files.
- **Team4Cmp –** This report contains financial data used for Accounting Department analysis.
- **95-100% Disbursed Report –** This report provides data for all projects that show disbursements of 95% or more of their obligated amounts, as reported by the most recent data feed from DELPHI, FTA's accounting system. Please note there is a lag between system data feeds and for up to the minute disbursement and refund information, it is better to go directly to DELPHI.

Regional Queries

- **Application Status Report –** This report will provide a summarized view of all pending grant applications. It can be used as a management tool in determining individual workload, or estimate processing time.
- **Disbursement Activity Report –** Lists disbursement activity of active grants
- **Grant Approval Listing –** This report provides basic information for all active grants.
- **Projects 100% Disbursed –** Lists active projects that have been fully disbursed, and are candidates for project close-out.
- **Single Audit Report Submission –** This report lists disbursements by recipient, and can be used to determine recipients who might be subject to Single Audit report requirements. Effective July 2003, OMB Circular A-133 required recipients to submit a single audit report if they expended $500,000 or more in Federal awards.
- **Summary of Active Project –** This report lists the number of active grants by recipient and state, totaling obligations for each recipient id. This report can be used as a monitoring tool to respond to requests for information from Headquarters, OIG, GAO and other agencies regarding FTA programs.
- **Summary of FSR Report –** This report lists report submission information by recipient. This report can be used as a used as a monitoring tool for project management staff in managing Financial Status and Milestone Status Reports.

Performing a Query

1. For example purposes, the Data Query “Active Projects” will be used. Note: most of the Data Queries has varied default ‘Data Fields’ and ‘Additional Search Criteria,’ but the query premise is similar for the majority of the queries available (excluding the Data Query By State, for example, which is detailed in Chapter 1 of this User Guide.)
2. The Data Query opens up with all of the available data fields selected. The resulting query report will display the fields in the order in which you have selected them (for example, Data Field #1 will be column ‘A’ in the Excel report that can be generated).
3. The Select None and Select All buttons can be used to very quickly remove or replace all of the data fields with the click of one button. (See Figure 1 to note how the form is initially displayed as well as how the form is viewed after clicking on the Select None and Select All features).

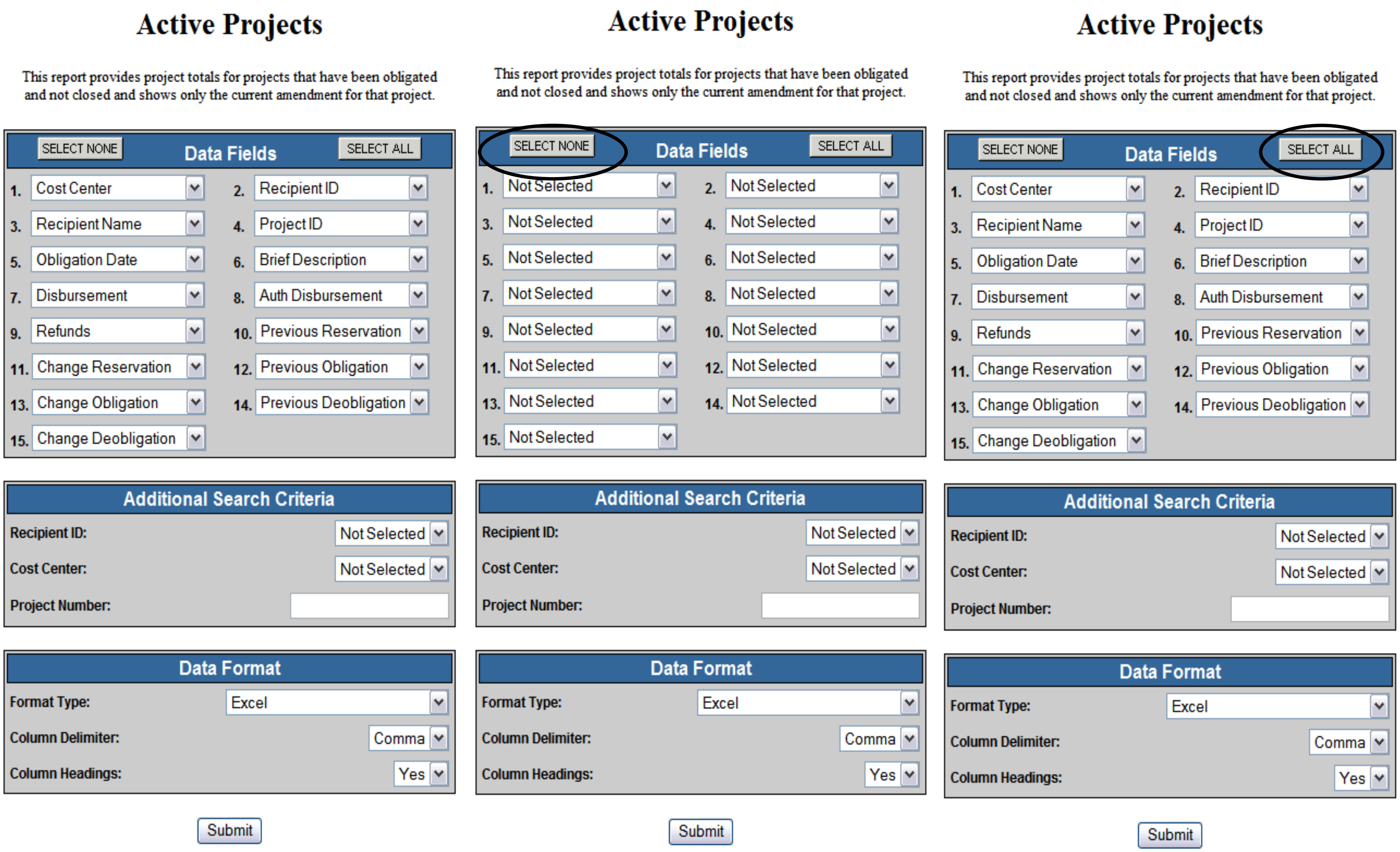


Figure 1

4. There are three different search criteria for this particular Data Query. They may be used simultaneously, or individually. If no search criterion is entered, then every applicable record will be queried (in this case Active Projects – see Figure 3).

5. Use the drop down menus to select a Recipient ID and/or Cost Center.
6. If you choose, you may enter a Project Number, or a portion of a project number as a search criterion as well.
7. The Data Format section defaults to Excel, Comma delimited, and displayed column headings (Figure 3).
8. Use the drop down menus to make any of the other available selections shown (Figure 2 and Figure 3).
9. Click the Submit button when you are satisfied with all of you search criteria (Figure 3).

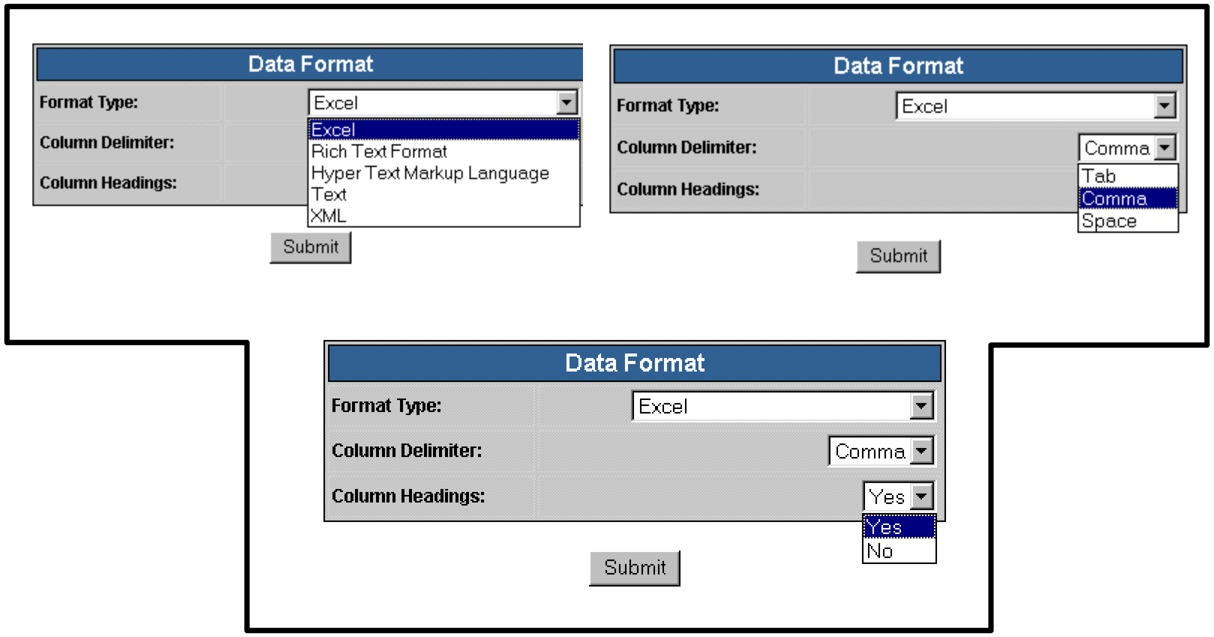


Figure 2

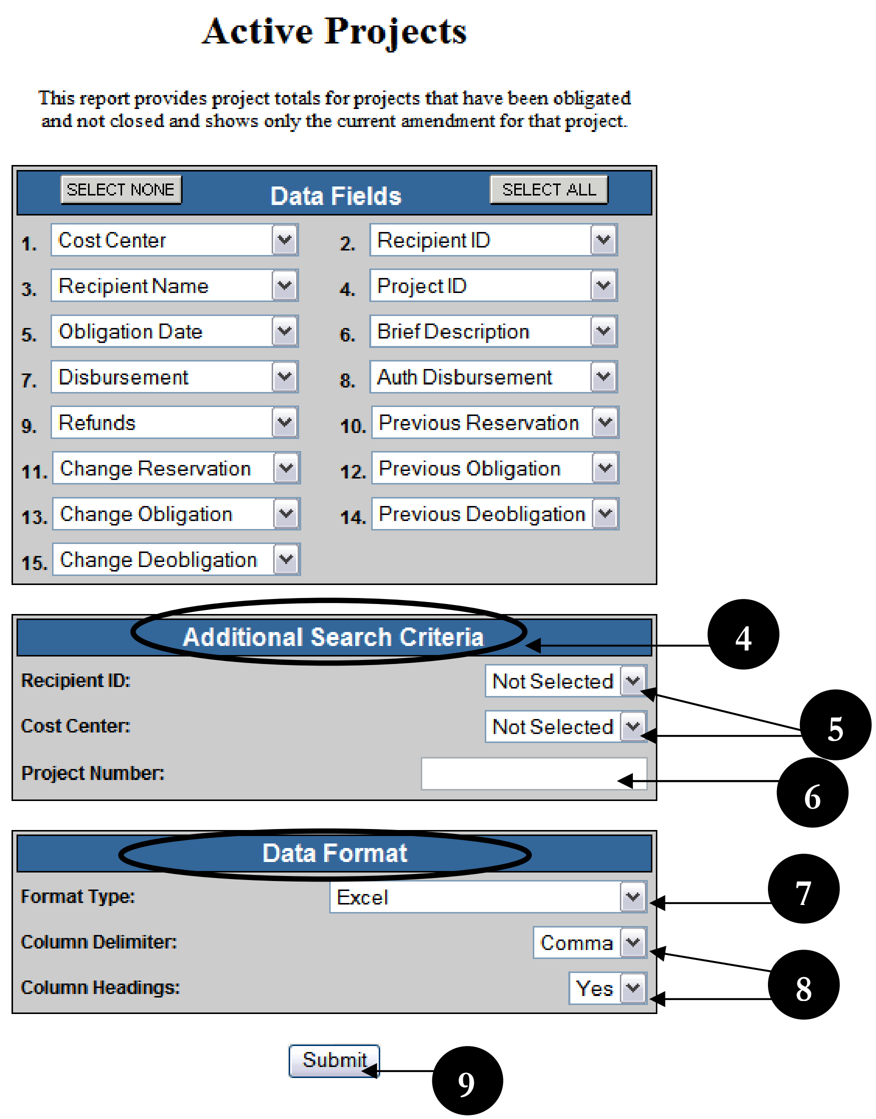

Active Projects
This report provides project totals for projects that have been obligated and not closed and shows only the current amendment for that project.
SELECT NONE
Data Fields
SELECT ALL
1. Cost Center
2. Recipient ID
3. Recipient Name
4. Project ID
5. Obligation Date
6. Brief Description
7. Disbursement
8. Auth Disbursement
9. Refunds
10. Previous Reservation
11. Change Reservation
12. Previous Obligation
13. Change Obligation
14. Previous Deobligation
15. Change Deobligation
Additional Search Criteria
Recipient ID:
Not Selected
Cost Center:
Not Selected
Project Number:
Data Format
Format Type:
Excel
Column Delimiter:
Comma
Column Headings:
Yes
Submit
4
5
6
7
8
9

Figure 3

Opening a Report

1. Clicking the submit button will start the query.
2. Once when the data is retrieved you will receive a link that will allow you to open a report containing your query results.
3. Click on the link in order to view the report within the TEAM-Web window (see Figure 4)

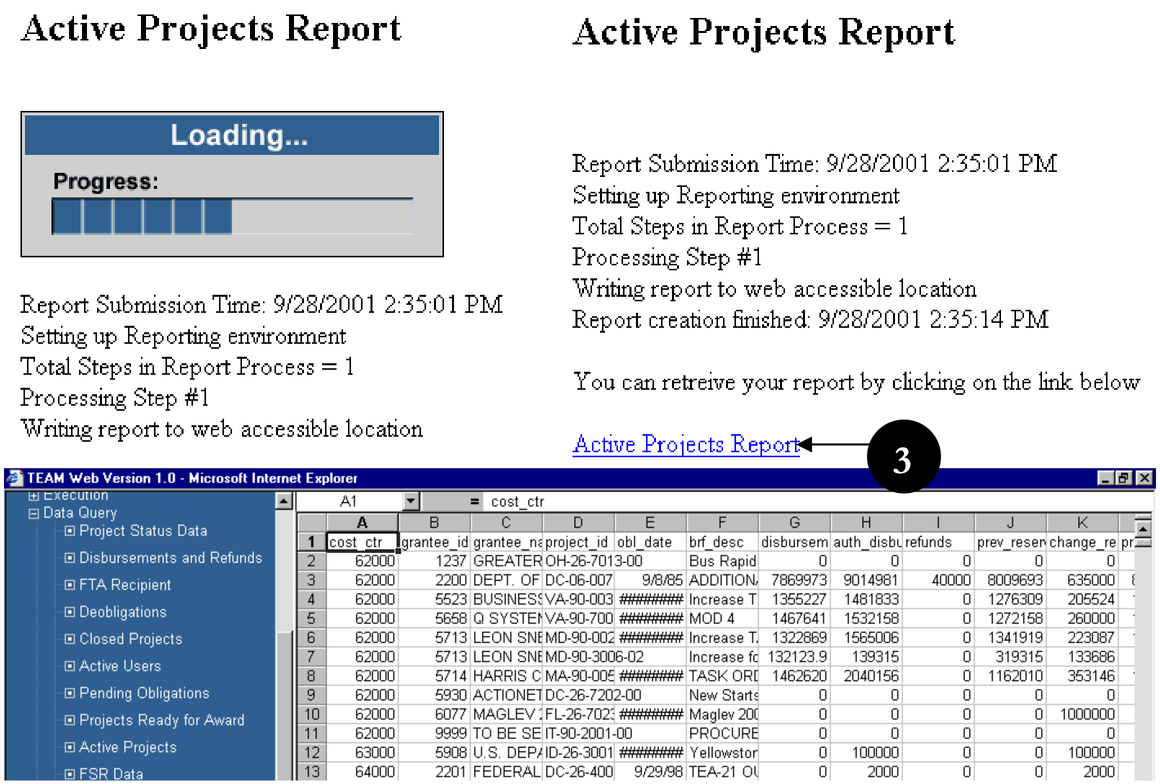
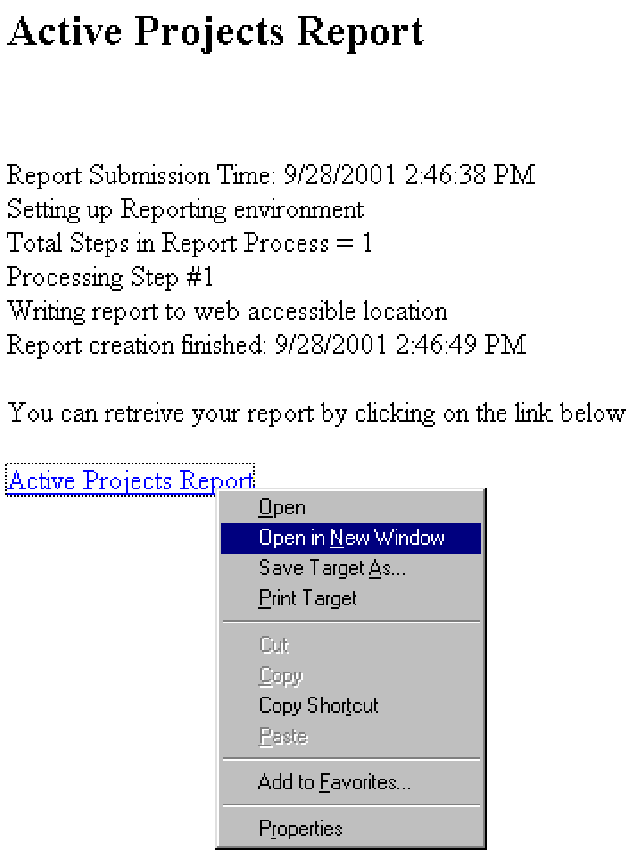
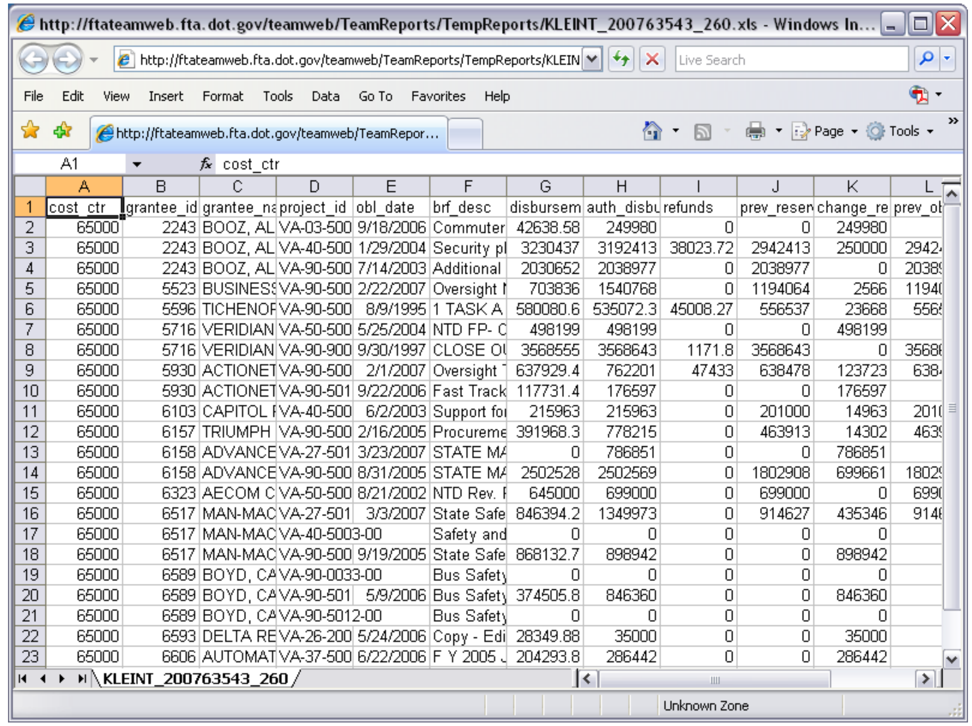


Figure 4

4. The user may desire to save the report and have the ability to more easily modify the report as well as print it out.
5. To do this, right click on the link and a drop down window will appear (see Figure 5).
6. Click on “Open in New Window”
7. A new window will open displaying only the report and the tool bar can be used to save and/or print the report.





	A	B	C	D	E	F	G	H	I	J	K	L
1	cost_ctr	grantee_id	grantee_na	project_id	obl_date	brf_desc	disbursem	auth_disbu	refunds	prev_resen	change_re	prev_ob
2	65000	2243	BOOZ, AL	VA-03-500	9/18/2006	Commuter	42638.58	249980	0	0	249980	
3	65000	2243	BOOZ, AL	VA-40-500	1/29/2004	Security pl	3230437	3192413	38023.72	2942413	250000	2942
4	65000	2243	BOOZ, AL	VA-90-500	7/14/2003	Additional	2030652	2038977	0	2038977	0	2038
5	65000	5523	BUSINESS	VA-90-500	2/22/2007	Oversight I	703836	1540768	0	1194064	2566	1194
6	65000	5596	TICHENOF	VA-90-500	8/9/1995	1 TASK A	580080.6	535072.3	45008.27	556537	23668	556
7	65000	5716	VERIDIAN	VA-50-500	5/25/2004	NTD FP- C	498199	498199	0	0	498199	
8	65000	5716	VERIDIAN	VA-90-900	9/30/1997	CLOSE OI	3568555	3568643	1171.8	3568643	0	3568
9	65000	5930	ACTIONET	VA-90-500	2/1/2007	Oversight T	637929.4	762201	47433	638478	123723	638
10	65000	5930	ACTIONET	VA-90-501	9/22/2006	Fast Track	117731.4	176597	0	0	176597	
11	65000	6103	CAPITOL I	VA-40-500	6/2/2003	Support for	215963	215963	0	201000	14963	201
12	65000	6157	TRIUMPH	VA-90-500	2/16/2005	Procureme	391968.3	778215	0	463913	14302	463
13	65000	6158	ADVANCE	VA-27-501	3/23/2007	STATE MA	0	786851	0	0	786851	
14	65000	6158	ADVANCE	VA-90-500	8/31/2005	STATE MA	2502528	2502569	0	1802908	699661	1802
15	65000	6323	AECOM C	VA-50-500	8/21/2002	NTD Rev. I	645000	699000	0	699000	0	699
16	65000	6517	MAN-MAC	VA-27-501	3/3/2007	State Safe	846394.2	1349973	0	914627	435346	914
17	65000	6517	MAN-MAC	VA-40-5003-00		Safety and	0	0	0	0	0	
18	65000	6517	MAN-MAC	VA-90-500	9/19/2005	State Safe	868132.7	898942	0	0	898942	
19	65000	6589	BOYD, CA	VA-90-0033-00		Bus Safety	0	0	0	0	0	
20	65000	6589	BOYD, CA	VA-90-501	5/9/2006	Bus Safety	374505.8	846360	0	0	846360	
21	65000	6589	BOYD, CA	VA-90-5012-00		Bus Safety	0	0	0	0	0	
22	65000	6593	DELTA RE	VA-26-200	5/24/2006	Copy - Edi	28349.88	35000	0	0	35000	
23	65000	6606	AUTOMAT	VA-37-500	6/22/2006	F Y 2005 J	204293.8	286442	0	0	286442	

Figure 5

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TEAM-Web User Guide

Chapter 12
Civil Rights

By:
QSSI

Version: 2.02
Date: 02/29/2008

Chapter 12 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/27/2007	Continued formatting changes and updates	Travis Klein
2.02	02/29/2008	Minor reference modifications	Travis Klein

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

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Civil Rights

Overview

This chapter explains how to view and update civil rights information for a Recipient.

Civil Rights Status

1. To check or update on the civil rights status of a specific recipient click on Civil Rights option on Navigational Menu to trigger the query form. (see Figure 1)

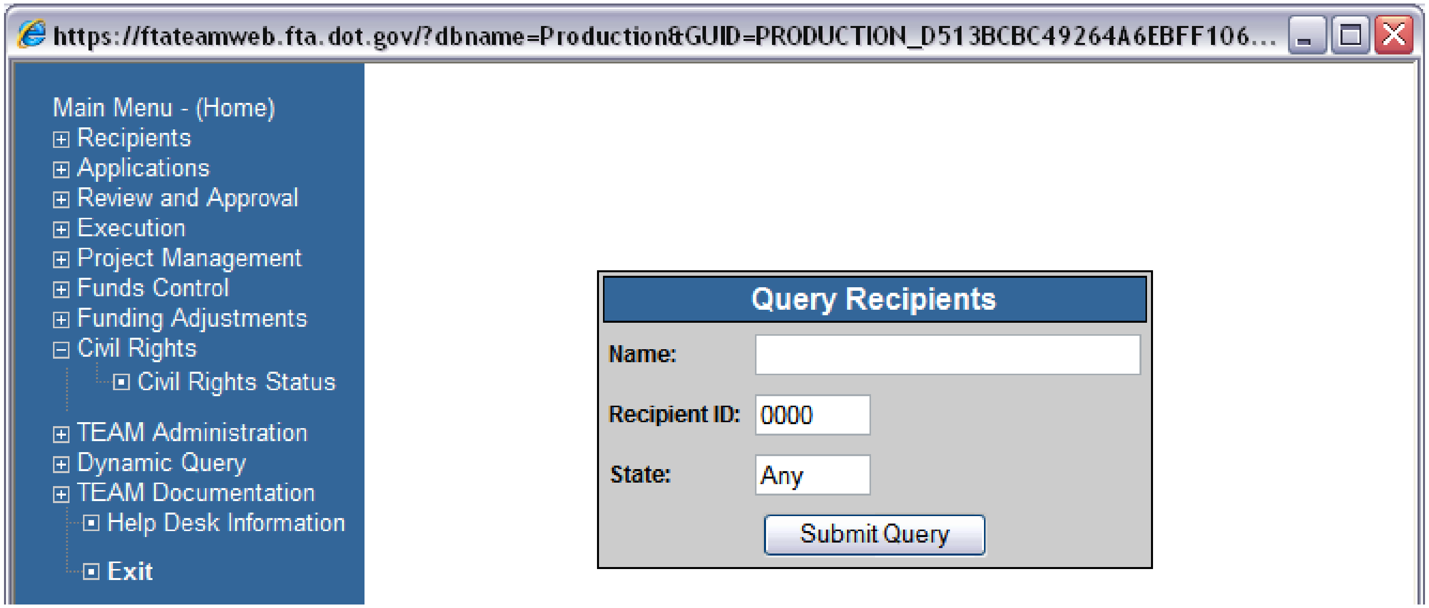

Figure 1

2. Query for the desired Recipient by entering in the appropriate query parameters and clicking on the Submit Query button.
3. Click on "Civil Rights Status" in the Navigational Menu after selecting the desired record from the query results (see Figure 2).

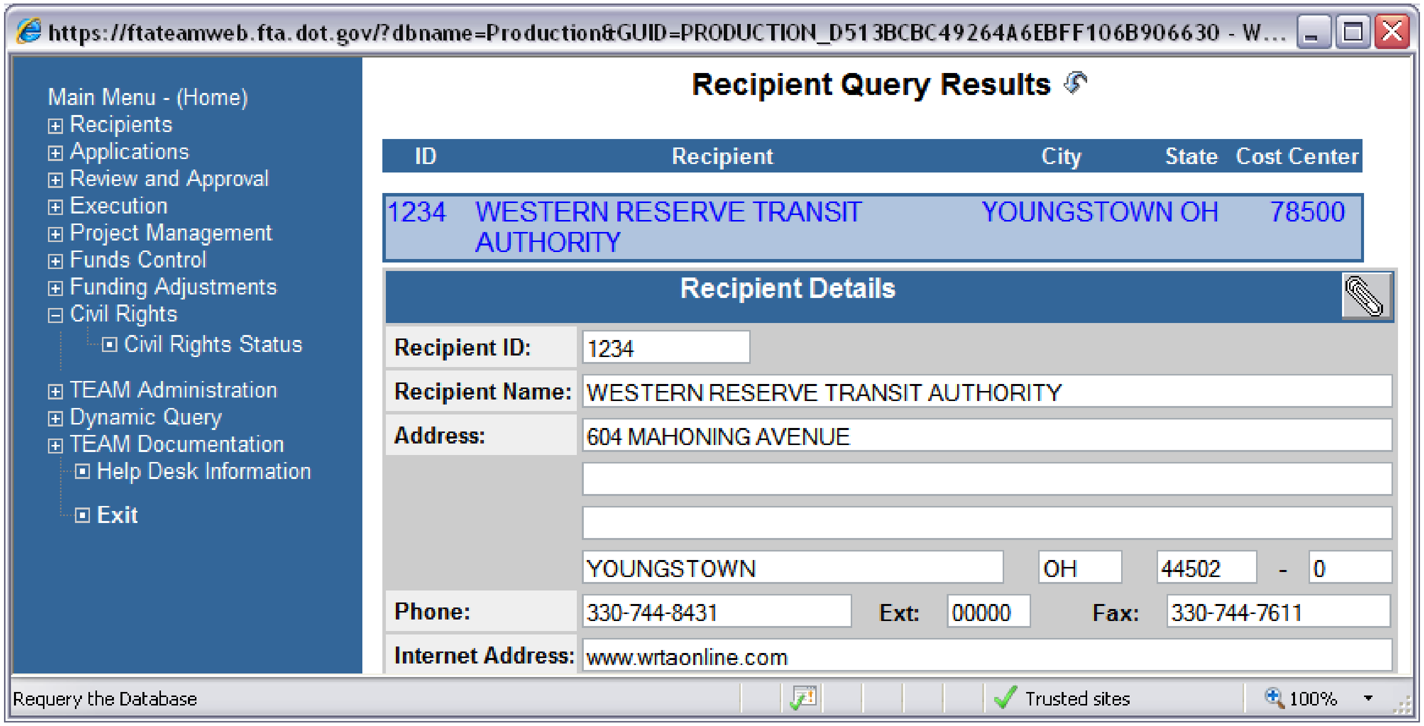

Figure 2

4. The Civil Rights window will pop up showing the details about the civil rights status of that Recipient (see Figure 3).

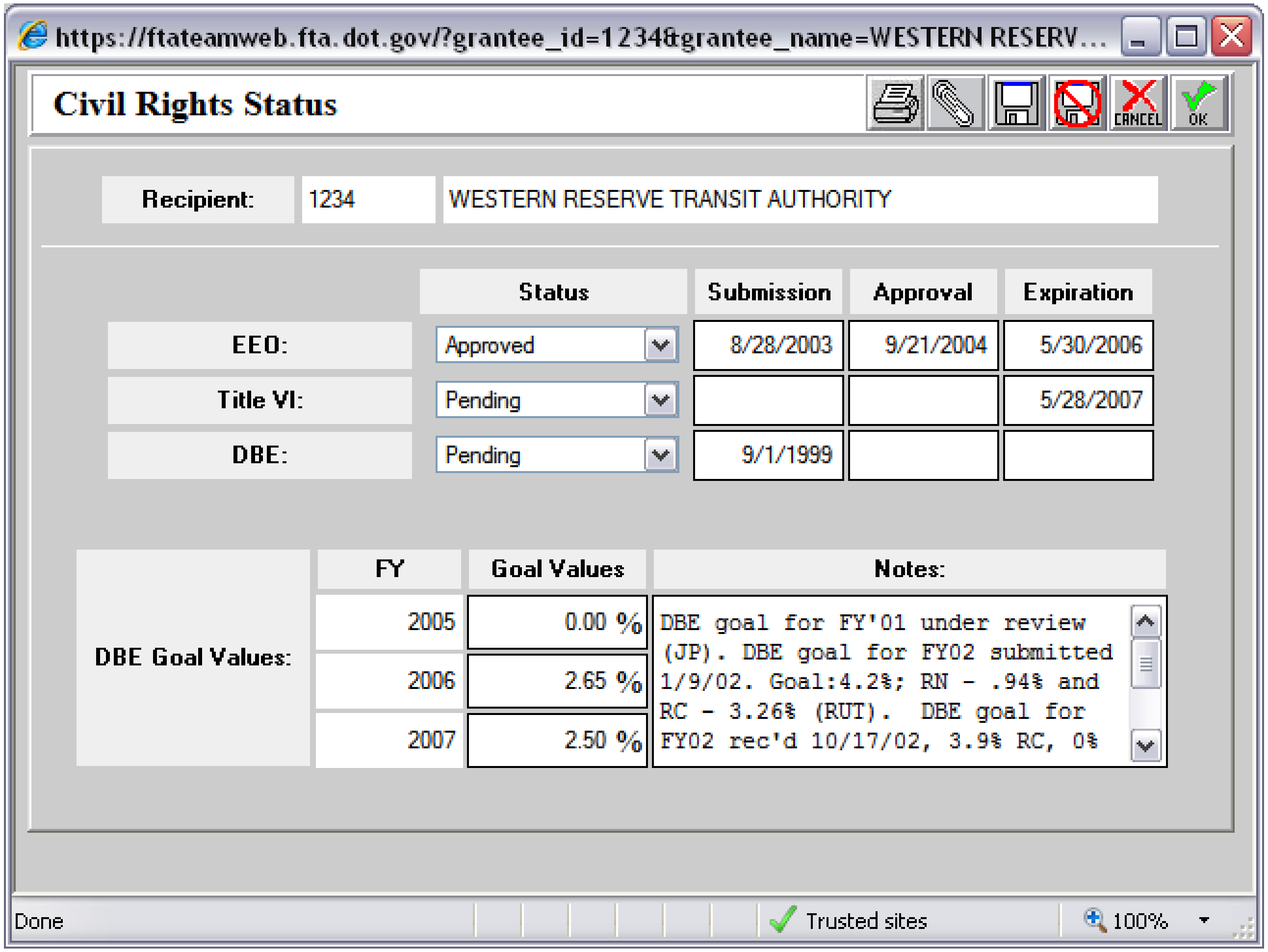

Figure 3

5. The information can be updated as needed.
6. Click OK to save when finished.

Notes:

- DBE = Disadvantaged Business Enterprise

- EEO = Equal Employment Opportunity
- Title VI prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance.

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TEAM-Web User Guide

Chapter 13
Charter Registration and Reporting

By:
QSSI

Version: 1.1
Date: 03/11/2008

Chapter 13 Change History

Version	Date	Description	Change By
1.0	03/11/2008	Initial Document	Travis Klein
1.1	03/11/2008	Minor Changes and updated Indexing	Travis Klein, Sonya Ransome

Chapter 13 Table of Contents

Overview

To satisfy the requirement to post quarterly charter registration reports to a public domain, TEAM-Web has an upload tool available to TEAM-Web users that is accessible from the Navigational Menu and a report query feature that is accessible to the public.

Upload Tool: Location

The Navigational Menu includes an item for the tool that will activate the upload interface. The link is located below the Dynamic Query links and above the TEAM Documentation link as indicated in Figure 1 and is labeled "Charter Registration." The upload tool housed below the link is labeled "Upload Report."

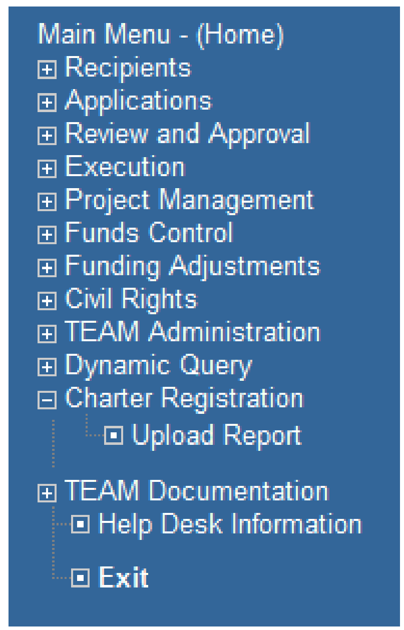

Figure 1

Interface for the Upload Feature

When the “Upload Report” tool is selected an upload form will open (see Figure 2). This upload form includes all of the required search data fields as well as an attachment feature that allows grantees to attach their Charter Registration Quarterly Report in multiple formats including: PDF, Microsoft Excel, or Microsoft Word.

The applicable Recipient ID is displayed for the grantee currently logged into the system. If a grantee has more than one Recipient ID assigned to their account, the form defaults to the largest Recipient number and displays a dropdown button on the field that allows the user to select an alternate Recipient ID. The Recipient ID selected automatically displays the Recipient Name information in the field below. This field is not editable. The Fiscal Year field is another dropdown field that defaults to the current Fiscal Year and goes back to FY 2001. The “Quarter” field does not default to a value, but will be a dropdown field with 1, 2, 3, and 4 values available. If the grantee user should attempt to upload a file without selecting a Quarter, then the system will give the following message: “Please select the appropriate Quarter.”

The bottom portion of the form resembles the fields in the application attachment feature. There is a “Description” field that allows the grantee user to enter any applicable text they desire to identify the file that they are about to attach. The “File Name” field allows for manual entry of the file name and its network path, but also includes a “Browse” feature that enables the user to select any file from their network directory (see Figure 3). Once the file is selected, the bottom of the form contains three buttons: Upload, Reset, and Close. Clicking on the Upload button will proceed with uploading the file to the public folder on the Static Reports website. Clicking on the Reset button will reset the entire upload form. Clicking on the Close button will exit the form.

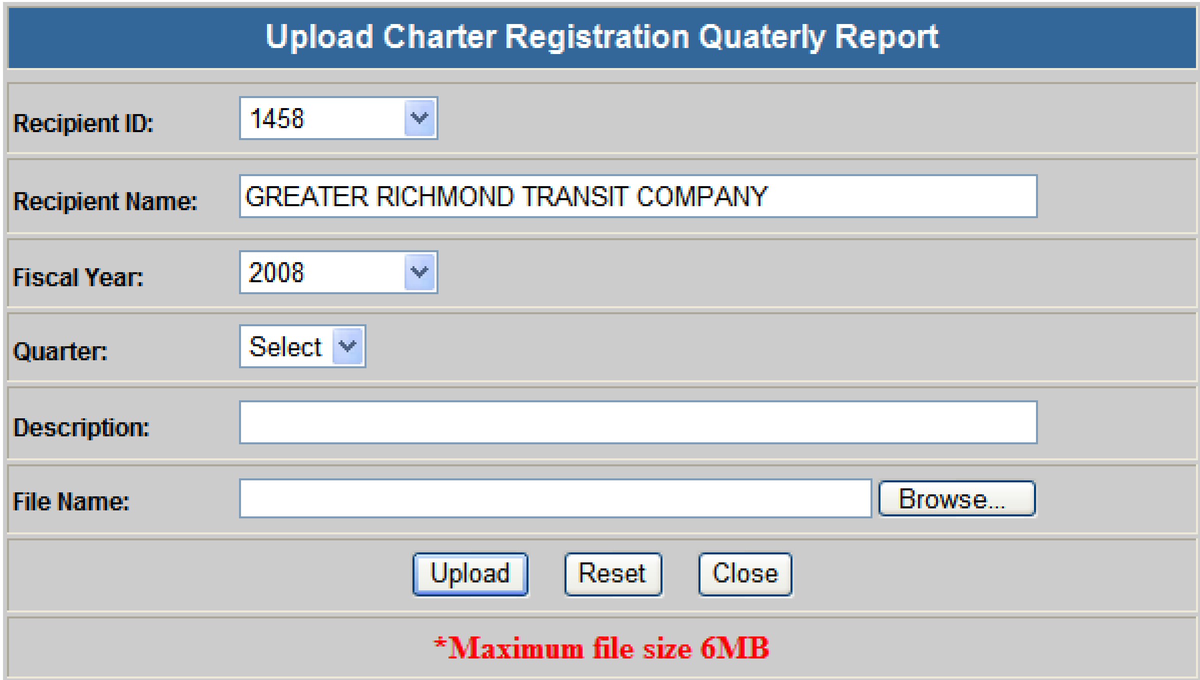
Upload Charter Registration Quaterly Report
Recipient ID:
1458
Recipient Name:
GREATER RICHMOND TRANSIT COMPANY
Fiscal Year:
2008
Quarter:
Select
Description:
File Name:
Browse...
Upload
Reset
Close
*Maximum file size 6MB

Figure 2

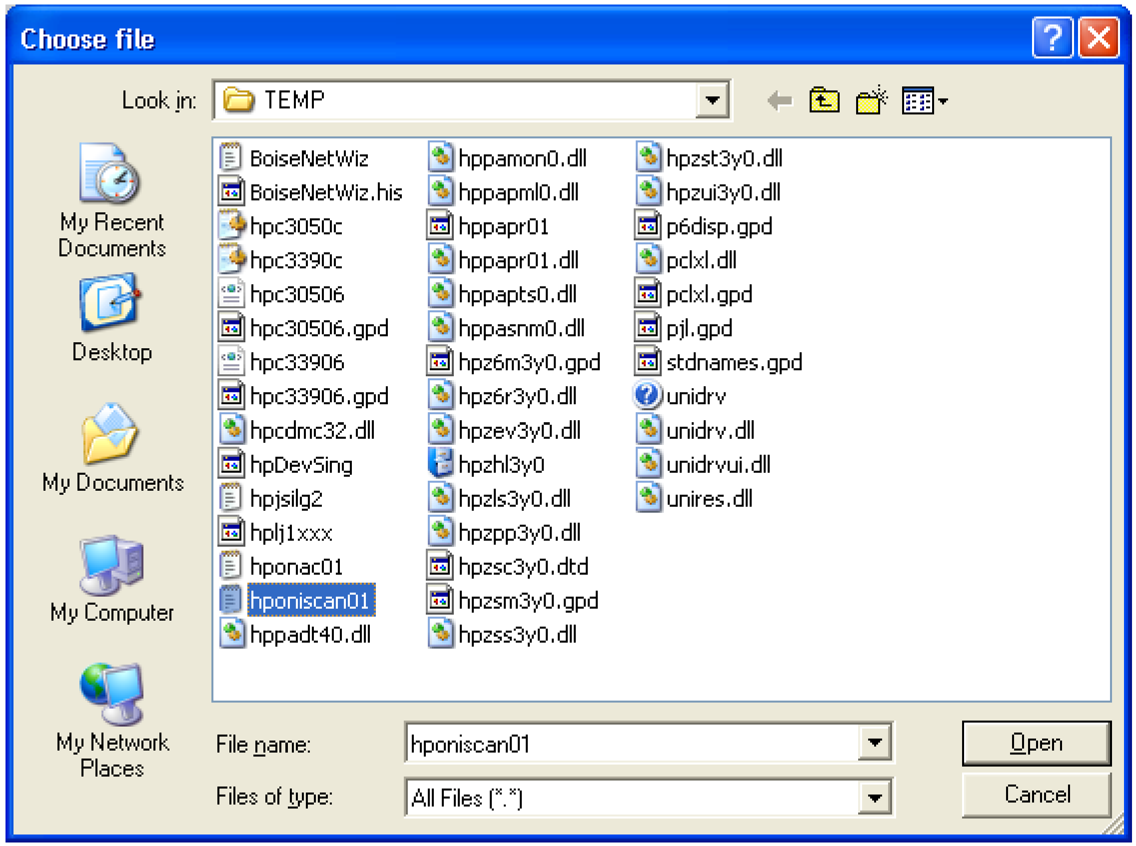

Figure 3

If the user chooses to upload a report, a system message will appear that notifies the user that the file has been successfully uploaded (see Figure 4). Clicking on the "OK" button on this message returns the user to the upload feature where they may upload an additional file. Clicking Cancel will close both the system message as well as the Upload Report form.

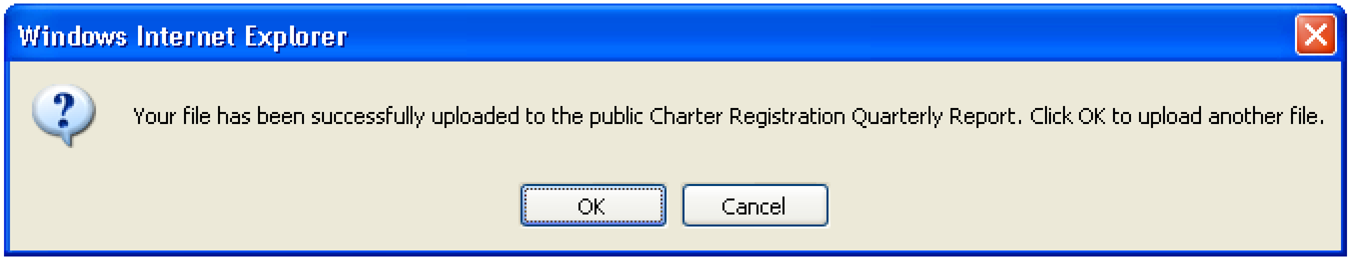

Figure 4

Static Reports Query Feature

The Static Reports query feature for the Charter Registration Quarterly reports is located at the following website: http://ftateamweb.fta.dot.gov/static/index.html. A link labeled "Charter Report" is found at this location as illustrated in Figure 5. Clicking on this link will transport the individual seeking information about the Charter Registration reports to a query form. The form will include the following search parameters: Recipient ID, Recipient Name, Fiscal Year, and Quarter. Any combination of the search parameters may be used. A view of the form can be seen in Figure 6. **The full Recipient Name is not required to perform a query, but it is important to note that when a portion of a name is entered, all Recipient names containing that text will be pulled in the query results (for example, entering the word "Transit" will pull data from many agencies including "Lee County Transit" and "Coast Transit Authority").**

FTA Web Reports

Reports & Data Files

- FY 2008
- FY 2007
- FY 2006
- FY 2005
- FY 2004
- FY 2003
- FY 2002
- FY 2001
- FY 2000
- Charter Report

Data Dictionary

Figure 5

Figure 6

Once query parameters have been entered and the “Submit” button has been clicked, the query tool will pull all of the applicable data and display it in a tabular format (see Figure 7). The following data types are displayed in the columns of the report: Recipient ID, Recipient Name, Fiscal Year, Quarter, Description (the description field is the information manually entered by the grantee who uploaded the file), and Report File (the actual Charter Registration report). The Report File column contains links labeled “Download File.” Clicking on a link will allow the user to retrieve the desired Charter Registration Quarterly Report. A standard Microsoft window will appear (see Figure 8) that will allow the user to open or save the file as desired. The report will open and/or save in the same format that was uploaded (for example, a report that was uploaded in Excel will open or save as an Excel file).

Charter Registration Quaterly Report					
Recipient ID	Recipient Name	Fiscal Year	Quarter	Description	Report File
2556	University of Tennessee Space Institute	2008	1	test	Download File
2556	University of Tennessee Space Institute	2008	2	test2	Download File
2556	University of Tennessee Space Institute	2005	2	testter	Download File
2556	University of Tennessee Space Institute	2008	3	testt	Download File
2556	University of Tennessee Space Institute	2008	1	test	Download File
2556	University of Tennessee Space Institute	2008	1	test	Download File
2556	University of Tennessee Space Institute	2005	2	test2556	Download File
2556	University of Tennessee Space Institute	2006	2	test2556	Download File
2556	University of Tennessee Space Institute	2005	3	testrrr	Download File
2556	University of Tennessee Space Institute	2008	1	test	Download File
2556	University of Tennessee Space Institute	2008	1	0000	Download File

Back to Query Reports

Figure 7

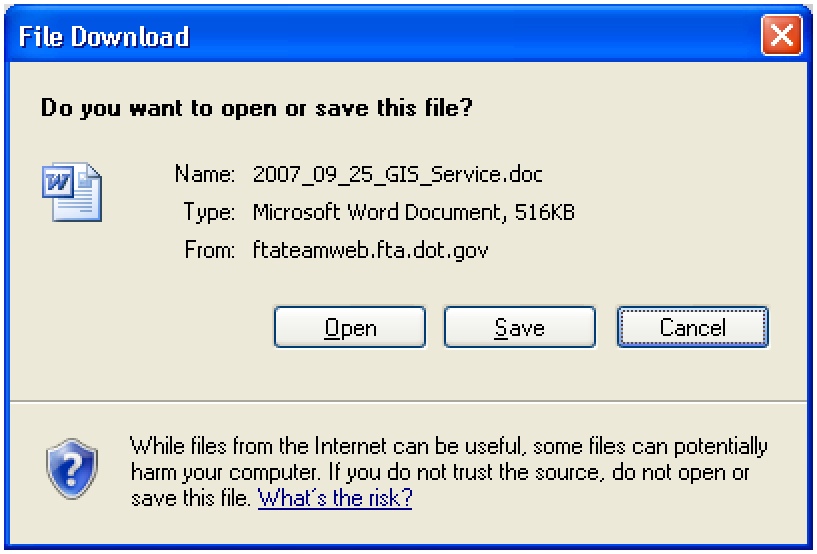
File Download
Do you want to open or save this file?
Name: 2007_09_25_GIS_Service.doc
Type: Microsoft Word Document, 516KB
From: ftateamweb.fta.dot.gov
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 8

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TEAM-Web User Guide

Appendices

By:
QSSI

Version: 2.04
Date: 02/29/2008

Appendices Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates.	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	07/10/2007	Continued formatting changes and updates	Travis Klein
2.02	07/11/2007	Indexing and updates	Travis Klein
2.03	07/13/2007	Reformatted the display for the ALI Tree example	Travis Klein
2.04	02/29/2008	Minor reference modifications	Travis Klein

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Appendices Table of Contents

Appendices

Overview

The appendices attempt to outline and add clarification to various features and terms that a user may access or encounter while using the TEAM-Web system. Items in this portion of the guide include, but are not limited to a glossary of terms, changing your password, and using the attachment feature.

Appendix A – Change Password

- From the Login Screen you must enter in your user name and password, and then make sure that the Change Password box is checked (see Figure 1)
- A new window will open displaying your user name and asking you to enter your old password, new password, and a repeat confirmation of that new password.
- Passwords must be 6-8 characters long
- Passwords must contain at least two numeric characters
- Note: If your password is to expire in two weeks or less, you will automatically be routed to the change password feature. You have the option of hitting cancel to continue accessing the system without changing your password until your existing password has reached it expiration date.

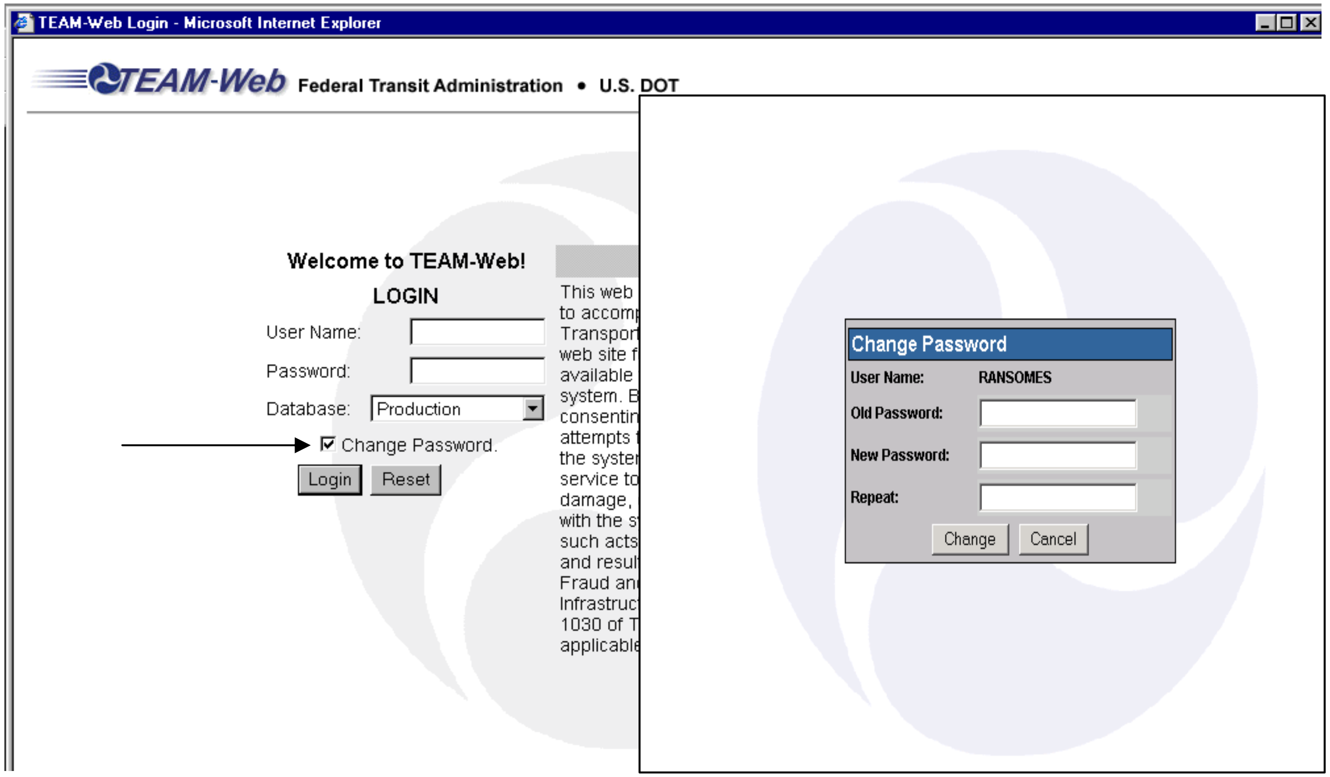
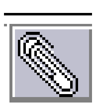
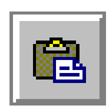


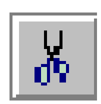
Figure 1

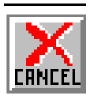
Appendix B – Icons

 File attachment- add a file to an application

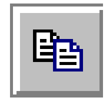
 Paste

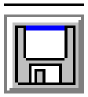
Save and close the screen

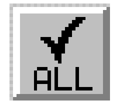
 Cut



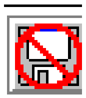
Exit the screen without saving changes

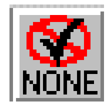

Copy


Save Changes



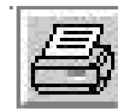
Select All

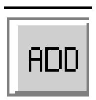

Don’t save- remove changes. Changes are discarded.



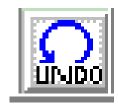
Select None

Delete Record/ Feature

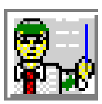

Print

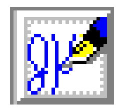


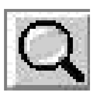
Add a Record/ Feature



Undo


Run the Application Reviewer


Approve/ Electronically Sign (PIN)


Open the Details screen


Disapprove

Appendix C- Glossary of TEAM-Web Terms

- **Action Button** - Action Buttons are labeled with the verb of the action they perform. These include “Query” for searching the database and “Print” for sending a text document to your default printer.
- **Active Project** - An application that has been formally pinned and submitted by the recipient.

- **Active Window** - The current window accepting user entry or displaying information. Only one window is active at any time, and is recognizable by the highlighted window name at the top of the window.
- **Authorize** - "Pinning" an advice, project or budget, changing its status from "Pending" to "Active".
- **Button** - A rectangular box in a window that appears to be raised; clicking on a button causes a specific action to be performed by the program. The text or image on a button indicates its function.
- **Cap** - Maximum amount of funding.
- **Ceiling** - An older standard used in place of "Cap" for certain apportionments.
- **Click** - Placing the mouse pointer over an object on the screen, then pressing and releasing the left mouse button once.
- **Control Number** - The unique number assigned by TEAM for any created advice, project, budget, or allotment. The control number is made up of specific information following standard DOT rules and may include the date, section, UZA, etc.
- **Current Window** - A way of describing the "Active Window" (q.v.), may also be written "Current Active Window". Note that a current window may be inactive if a "dialog box" (q.v.) is opened from within that window.
- **Cursor** - The vertical flashing bar which appears when you click on an entry field.
- **Database** - In TEAM, the location of files you are currently working with. The database you work with must be selected during logon, and may not be changed without first exiting then logging back on.
- **Desktop** - The initial screen that appears in the Windows Operating System. The TEAM icon should be on your desktop.
- **Detail** - The magnifying glass icon on the Toolbar. When present, this may be clicked to activate a list of valid entries for an entry field. One example of this is in the Create Advice window; detail is available for a list of valid allotment codes.
- **Dialog Box** - A "secondary window" that appears in specific cases, such as when "Detail" (q.v.) is clicked or "Authorize" (q.v.) is selected. This dialog must be closed before returning to the current window.
- **Display** - A "read only" field providing information that has already been entered, or that has been automatically supplied by TEAM. See also "pre-populated field" (q.v.).
- **Double Click** - With your left mouse button, click twice quickly over an object on the screen.
- **Drop Down List** - An entry field with a downward facing arrow located on the right hand side. When the arrow is clicked, a list of choices is displayed. One choice must be selected to continue--click the desired choice with your left mouse button.
- **EGMM System** - The old version of TEAM, used to refine the programming requirements and implement the FTA and DOT specifications to be used in the TEAM System.
- **Empty Field** - An "Entry Field" (q.v.) that contains no information. An empty entry field usually must be filled before exiting the window or saving the information. See also "Field" (q.v.).
- **Entry Area** - An "Entry Field" (q.v.).
- **Entry Field** - Any text area in TEAM that allows user input. These may be "Pre-populated" or "Empty" (q.v.).

- **Error Status Message** - A message appearing on the "Status Bar" (q.v.) indicating that something must be done before continuing, such as attempting to create an advice without any remarks. Error messages appear with a red background and white text.
- **Export** - Copying the text in an entry field to a text file. The icon for this option appears on the toolbar when accessing any "Text Block" (q.v.). See also "Import" (q.v.).
- **Field** - Generic name for any text area in TEAM. See "Entry Field" and "Read Only Field" (q.v.). An entry field is designated by a white box with a black border and is used for data entry purposes; a read only field is a white box without a border and is used by the system to display previously entered or calculated information.
- **Field Help** - One of the four help systems in TEAM. Field help is accessed by pressing any field label button, and displays on the status bar. Field help mirrors the information displayed when screen tips are enabled. Like screen tips, field help may be enabled or disabled in the View option on the menu bar.
- **Field Label Button** - A button that precedes an entry area. When clicked, "Field Help" (q.v.) is accessed.
- **Funds Control** - The area of the TEAM System that accesses Advice Management, Allotment Summary, Formula Apportionment and Operating Budgets.
- **Graphical User Interface (GUI)** - A way of displaying information with both pictures and text, making it easier to recognize and retrieve needed information. In TEAM, GUI is used with a point-and-click implementation, thus any function may be accessed through a series of clicks.
- **Help** - There are four help systems available in TEAM. "Screen Tips" and "Field Help" (q.v.) identify specific areas of the window, "Status Help" (q.v.) provides information about the current procedure being executed, and "Online Help" (q.v.) gives extensive information on each window.
- **Help Desk** - The FTA Help Desk is available to answer questions about the TEAM System at toll free telephone number (888) 443-5305.
- **Icon** - A button with a small picture indicating the action that will occur when the icon is clicked.
- **Import** - Inserting text into an entry field from a text file. The icon for this option appears on the toolbar when accessing any "Text Block" (q.v.). See also "Export" (q.v.).
- **Inactive Window** - All windows not currently accepting user entry. Only one window is active at any time, and is recognizable by the highlighted window name at the top of the window. Inactive windows may be used for visual reference while entering information into the current active window.
- **Informational Status Message** - A message appearing on the "Status Bar" (q.v.) displaying information about the TEAM System. Informational messages most often appear when "Field Help" (q.v.) is requested by clicking a field label button. Informational messages appear with a green background and white text.

- **Logon** - The initial window when first entering the TEAM system. "Logon" may also be a procedure for accessing a mainframe through a dial up connection (such as the FTA GMIS), and the term "logon name" refers to your unique user name that was provided to you, usually the first letter of your first name followed by your last name (no spaces).
- **Main Menu** - The first screen displayed in the TEAM system.
- **Menu** - Usually consisting of "File", "View", "Window" and "Help", these options are located near the top of each window. By selecting a Menu Item, a vertical list of choices is displayed which can be used to perform specific functions. The location of these Menu Items is called the Menu Bar.
- **Menu Bar** - The location of the "Menu" (q.v.), just under the window title.
- **Menu Option** - One specific word on the "Menu" (q.v.), such as "File" or "View".
- **Navigation** - An icon or button that leads to another "Navigational Window" (q.v.) in TEAM.
- **Navigation Button** - A button that leads to another navigational window in TEAM. This includes the "Previous Window" and "Main Menu" buttons on the lower right side of any "Navigational Window" (q.v.).
- **Navigational Icon** - An icon on the "Toolbar" (q.v.) that leads to another "Navigational Window" (q.v.) in TEAM.
- **Navigational Window** - Any window that includes a series of navigational buttons (q.v.) on the right side of the window.
- **Online Help** - Provides extensive information on each window, including the purpose and operation of the window and the icons available within the window. Online Help has a table of contents for quick access to any information you need.
- **Pending Project** - An application that has not been submitted by the recipient.
- **PIN (Personal Identification Number)** - A unique number assigned to individuals in the FTA who may "Authorize" (q.v.) a project, advice or budget by pinning it, changing its status from pending to active.
- **Pinning** - See "Authorize"
- **Pre-populated Field** - An entry field that is already filled, either with information previously entered or data suggested by TEAM.
- **Print** - This option is available to send a text version of the document or "Text Block" (q.v.) to the default printer. Clicking the print icon will also allow you to send the document through email or view the text version without printing.
- **Process Status Message** - A message appearing on the "Status Bar" (q.v.) displaying information about the TEAM System, such as a statement of the number of records returned by a query. Process messages appear with a gray background and black text.
- **Query** - A specific button, and the flashlight icon, that appears on certain windows. Query is used to search for records of a given type within the database (such as Advice or Apportionments). It is usually a good idea to provide as much detail as possible in the Search Criteria, thus making the query more efficient and less time consuming.
- **Read Only Field** - Any text area in TEAM that may not be changed. These are used to display previously entered information or data automatically generated by TEAM.

- **Remark** - A large entry field for comments on any newly created or modified advice, budget, apportionment, etc. Remarks are usually required, and may allow additional functionality through the yellow “Text Block” (q.v.) icon.
- **Scroll Bar** - A vertical bar with an arrow on each end that may be used to read previous or subsequent information, by clicking on the arrows.
- **Screen** - A term sometimes used synonymously with “Window” (q.v.), screen is more often applied to mainframe terminal display areas (i.e. “The 3270 terminal first displays the GMIS sign-on screen”).
- **Screen Tips** - Provides icon, button and field identification by passing your mouse pointer over any area of the window. Screen tips may be enabled or disabled through the View “Menu Option” (q.v.).
- **Search** - See “Query” (q.v.).
- **Security Screen** - The first window that appears in the TEAM System requesting your username and password. See also “Logon” (q.v.).
- **Select** - Highlighting an area of text by clicking on any portion of the displayed words, double clicking on a single word, or holding down the left mouse button while dragging the mouse pointer over the text you want to select.
- **Selection List** - The list of choices that appears when “Detail” (q.v.) is clicked. The selection list is a “Dialog Box” (q.v.) that opens with valid entry information for certain fields, such as allotment codes or apportionments.
- **Shortcut Keys** - Keyboard combinations that allow you to perform all of the TEAM System functions without using your mouse.
- **Standard Icon** - “Icons” (q.v.) available in most Windows programs, including “OK”, “Cancel” and “Exit”.
- **Status** - The progress of the executed TEAM process. Information about this progress appears on the “Status Bar” (q.v.).
- **Status Bar** - Display bar at the bottom of a window where system messages such as warnings and errors appear. This is also where “Field Help” (q.v.) is displayed.
- **Status Help** - See “Field Help” (q.v.).
- **Task Icon** - An icon on the “Toolbar” (q.v.) that performs a specific function. The picture or word on the icon denotes the action it will perform when clicked.
- **TEAM System** - The FTA’s distribution software that provides a quick method of processing applications for Federal Assistance. The reengineered TEAM system has point-and-click capability, menus and selection choices designed to streamline the application process and significantly reduce the amount of information a user needs to input. The TEAM System’s Graphical User Interface (GUI) effectively elevates the management of the Federal Assistance application and administration process to the users’ desktop and reduces dependency on paper copies.
- **Text Block** - Clicking the yellow icon to the upper right of any “Remarks” text box opens a dialog box. This entry area is designed to easily accept, store, retrieve and print extended text. The “Import”, “Export” and “Print” (q.v.) icons will appear in the toolbar of this window.
- **Text Box** - An “Entry Field” (q.v.), usually refers to a large entry field such as a “Remarks” text box. See “Text Block” (q.v.).

- **Toolbar** - Usually consisting of "Navigational Icons", "Toolbar Icons" and "Standard Icons" (q.v.), this bar is located just beneath the "Menu Bar" (q.v.). Clicking a Toolbar Icon will cause a certain action to be performed; the picture on the icon denotes its function.
- **Toolbar Icon** - Any icon located on the "Toolbar" (q.v.). Does not include icons that appear on the display area of the window, such as the "Text Block" icon (q.v.).
- **User Name** - See "Logon" (q.v.).
- **Version** - The version of TEAM is displayed next to the title of the window.
- **Warning Status Message** - A message appearing on the "Status Bar" (q.v.) displaying information about the TEAM System, such as a reminder that the current active window is in Read Only mode. Warning messages appear with a yellow background and black text.
- **Window** - The main display area where information is entered, viewed and processed. May also be called a "screen" and was referred to as a "dialog" in the EGMM System.
- **Work Area** - The entry fields that detail specific information, such as the "Change" entry fields under advice allotments or the apportionment amounts in a notification.

Appendix D- Status of Project

Pending Application

Application in Development:	Application has not been submitted
Project Number Requested:	Application is ready for FTA to assign a project number.
Project Number Assigned:	FTA has assigned a project number to the application.
Ready for FTA Review:	The Recipient has pinned and submitted the application to FTA.
Returned to Recipient:	FTA has added comments to the project and Recipient must provide a response
Fund Reservation Required:	FTA must determine whether to set aside (reserve) funds for the project.
Ready for Award:	FTA has set aside (reserved) funds for the project.

Obligated

Suppl Agmt Execution Required:	The Designated Recipient has pinned (authorized) the supplemental agreement and the project agreement is ready for execution.
Execution Required:	The project agreement is ready for execution by the Recipient's authorized official
Funding Adjustment Requested:	An obligation reversal has been requested for a project that has not yet been executed, but was obligated this fiscal year

Active

Active (Executed):	The Recipient has executed the award.
Budget Revision Pending:	The Recipient has requested a budget revision that has not yet been approved by FTA.
Inactive Amendment:	FTA has disapproved or otherwise designated an amendment inactive.
Deobligation Required:	Unspent funds remain in the project.
Ready for Close-Out:	The Recipient has “Proceeded to Close Out” from the Close Out reviewer
Close-Out Requested:	Recipient has requested final closeout of the project.

Inactive

Closed	FTA has completed close-out requirements for the project.

Appendix E- System Directory

- Main Menu (Home)
- Recipients
    - Add Recipient
    - View/Modify Recipient
- Applications
    - Create New Project
    - Copy Project
    - Assign Project Number
    - Application Reviewer
    - Submit Application
    - Create Amendment
    - View/Print
  - Modify Application
    - Project Information
    - Budget
    - Milestones
    - Environmental Findings
    - Fleet Status
    - Application Reviewer
    - Comments/Concurrence

- Review and Approval
    - Comments/Concurrence
    - Review/DOL Dates
    - Reservations
    - Obligation/Award
    - Deobligation
- Execution
    - Execute Award
- Project Management
    - Financial Status Report
    - Milestones/Progress
    - Revise Project Budget
    - Project Funds/Status
    - FPC Transfer
    - New CloseOut Process
    - Project Info
- Funds Control
    - Formula Apportionment
        - View
        - Modify
        - Transfer
        - Create
    - Advice Management
        - Create Advice
        - View Advice
        - Modify/Auth. Advice
        - Delete Pending Advice
    - Allotment Summary
        - Allotment Status
    - Operating Budget
        - Plans
        - Recoveries
    - Notification

        - View Notification
        - Authorize Notification
- Funding Adjustments
        - Level 1
        - Level 2
- Civil Rights
        - Civil Rights Status
- TEAM Administration
    - Earmark Administration
        - Earmark Query
    - Help Desk Utilities
        - Change Project Number
        - Delete Project
        - Delete Milestones
        - Delete User Locks
    - Security
        - Add User
        - Modify User
- Dynamic Query
    - Data Query
        - Active Projects
        - Active Recipients
        - Active Users
        - Closed Projects
        - Closed and Deobligated
        - Cumulative Apportionments
        - Cur. FY Apportionments
        - Cur. FY Obls. By Amd.
        - Cur. FY Obls. By Funding Source
        - Data- Inquire by State
        - DBE Obls. By Percent
        - DBE UZA Data
        - Deobligations

        - Disbursements and Refunds
        - Disbursements by %
        - Earmark Report
        - Earmark Grant Report
        - FSR Data
        - FTA Recipient
        - New Starts by Project
        - New Starts by State
        - Obligations by Funding Source
        - Operating Budget
        - Pending Obligations
        - Project Budget
        - Project Status Data
        - Projects Ready for Award
        - Recipient Contact Information
        - Reconciliation Data
        - Team4Cmp
        - 95-100% Disbursed Report
    - Regional Query
        - Application Status Report
        - Disbursement Activity Report
        - Grant Approval Listing
        - Projects 100% Disbursed
        - Single Audit Report Submission
        - Summary of Active Project
        - Summary of FSR Report
- TEAM Documentation
        - General Document
    - Help Desk Information
    - Exit

Appendix F- File Attachments

1. TEAM-Web has a feature that replaced some of the "cut and paste" requirements that previously existed in the client-server application.
2. For example: Query for a project and open the Comments/Concurrence Screen. You will notice an icon on the top of the page that looks like a paper clip (see Appendix B – Icons for an example).
3. Click on this paper clip to open an additional window as seen in Figure 2).
4. A file can be attached under any one of the headings labeled with a folder picture.

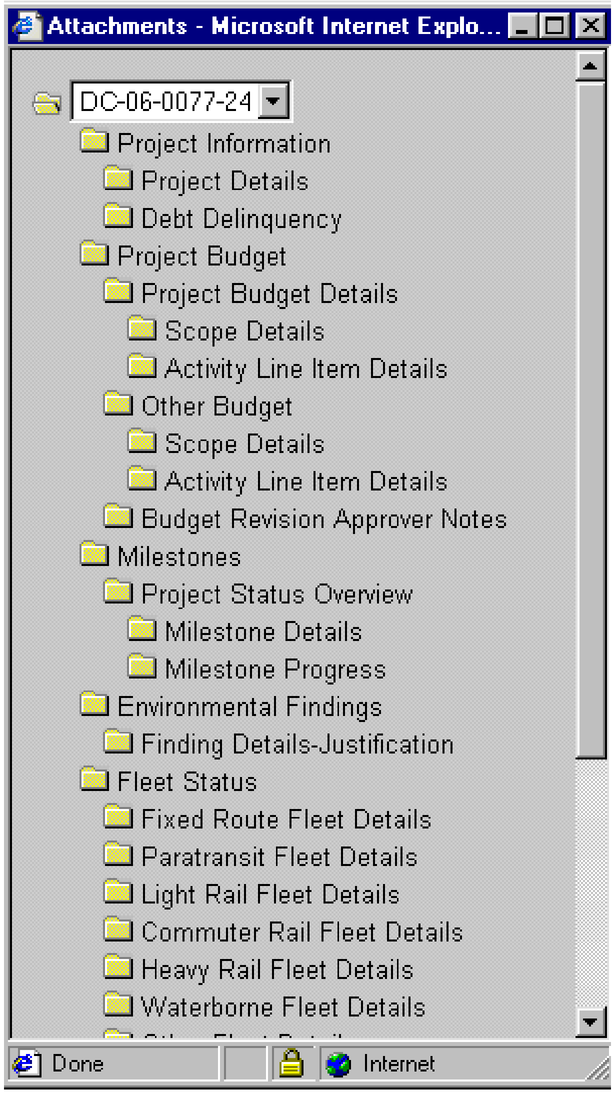


Figure 2

Note: Attachments are not required to be text only. Any Microsoft compatible application is acceptable. Limitations in the future may be made for attachment type and are now implemented for attachment size. It is currently recommended that if the attachment is extremely large, that the user divide the document into sections, or may attach a document detailing the attachment’s contents as well as information as to where the attachment itself can be obtained (the owner’s contact information for example).

5. Mouse over the folder under which you would like to place an attachment.
6. The folder name will change to a blue color and a guidance message “Click to Add Attachment” will pop up.
7. Click on the desired folder and an upload screen will appear (see Figure 3). Type in a brief description for the file that you are about to attach.
8. Click on the Browse button.

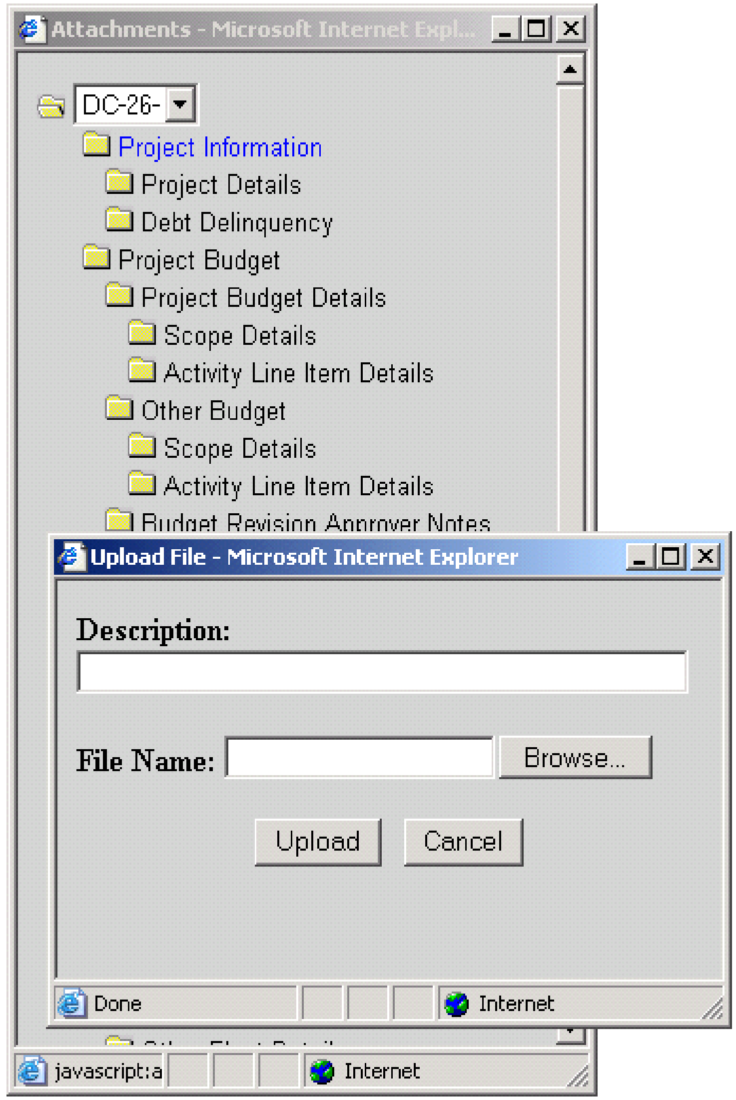


Figure 3

9. A new window will open allowing you to select the file that you would like to attach.
10. Use the drop down arrow of the "Look in" field to locate and select your file (see Figure 4).

11. Click on the file name.
12. The file name will appear in the “File name” field. Click on the “Open” button.
13. The window will automatically close again revealing the Upload window. The location and name of the attachment will automatically be entered into the File Name field.
14. Click on the Upload button.

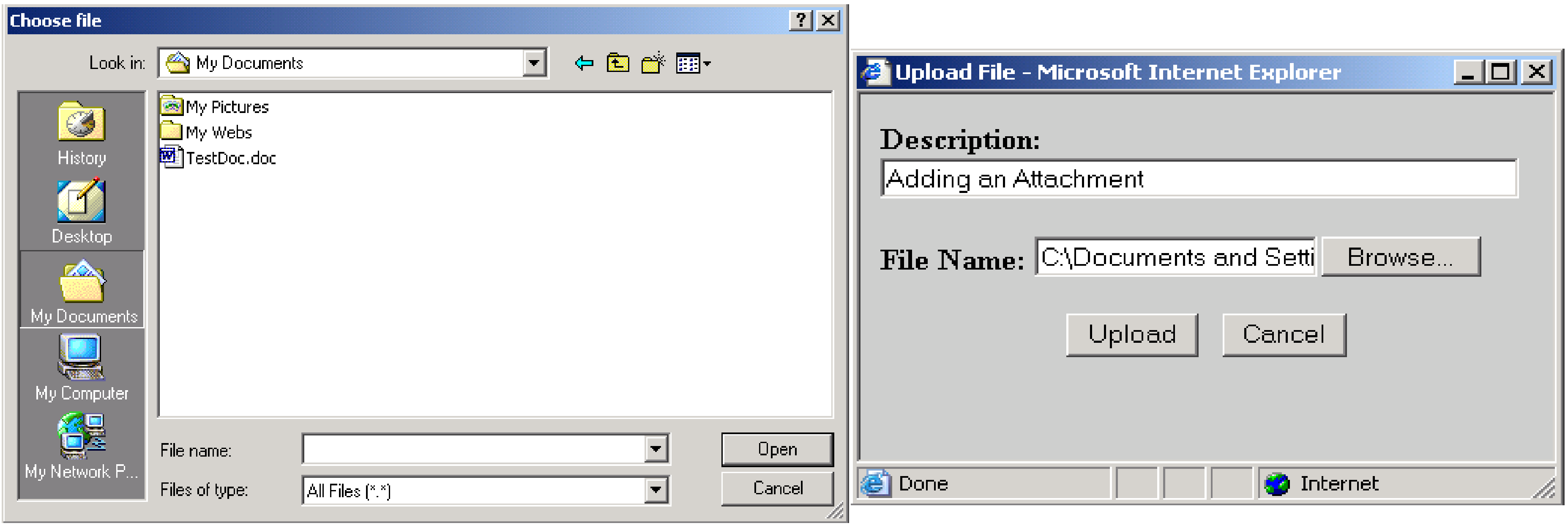


Figure 4

15. The attachment will appear under the folder that you had selected, displaying a paper clip with the name and file type next to it.
16. To open the file, a user just needs to simply click on the file name (it highlights blue) and they will receive a download file window. This will allow them to open the file from its current location or save the file to a location of their choice.
17. If the user were to mouse over the “X” location to the left of the paperclip symbol and file name, then they would see a “Delete Attachment” flag (see Figure 5).
18. Click on the “X” to delete the attachment, and you will receive the pop up message seen below. Click on “OK” to complete the deletion process.

Figure 5

Appendix G- Scope and ALI Guidance and Reference

The following table may be used as a reference for existing Scopes and ALI's, as well as their structure and specific requirements if necessary. The table helps to direct the user to the applicable ALI's for Scopes that appear to have no existing ALI's directly under them in TEAM. For Example, one unique situation was previously described by Mary Martha Churchman:
"The 600 scope was developed to allow states to aggregate certain ALI's as "other program costs" in section 5310 and 5311 grants. The ALI's used under scope 600 are project administration (11.79.00), state administration (11.80.00), program reserve (i.e. Category C for these programs)(11.73.00), and optionally, operating assistance (30.09.00). These ALI's can also be used under scope 610 (state administration), 620 (project administration), and 630 (program reserve) respectively. The scopes are an historical anomaly - dating back to printed POP budgets in GMIS. They allowed a shorter more compact printed project budget, back when that was important."

Below is an example of the ALI and Scope code listing. Currently the link provided at TEAM's Main Menu references directly to the document posted to the public FTA site (http://www.fta.dot.gov/documents/ALI_tree_March30_2006.xls). Although the table below may be used as a guideline, please be sure to occasionally check the FTA public site or the Main Menu of the TEAM application for potential changes.

Federal Transit Administration

Scope & Activity Line Item Codes

Last Update 03/30/2006

Status: APPROVED

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
SCOPE CODE CHART
SCOPE CODES

Category	***Description***	***Code***	***Sub-Code***	***Special Instructions***

Capital

Bus Rolling Stock	111-00
Bus Transitways / Lines	112-00
Bus Station Stops & Terminals	113-00
Bus Support Equip / Facilities	114-00
Bus Electification / Power Dist.	115-00
Bus Signal & Communication Equip	116-00
Bus Other Capital Items	117-00
Bus Transit Enhancements	119-00
Fixed Guideway Rolling Stock (rail)	121-00
Fixed Guideway Transitways / Lines	122-00
Fixed Guideway Station Stops & Terminals	123-00
Fixed Guideway Support Equip / Facilities	124-00
Fixed Guideway Electrification / Power Dist.	125-00
FG Signal & Communication Equip	126-00
Fixed Guideway Other Capital Items	127-00
Fixed Guideway Transit Enhancements	129-00
New Start Rolling Stock	131-00
New Start Transitways / Lines	132-00
New Start Stops & Terminals	133-00
New Start Support Equip / Facilities	134-00
New Start Electrification / Power Dist.	135-00
New Start Signal & Comm. Equip	136-00
New Start Other Capital Items	137-00
New Start Transit Enhancements	139-00

Transitioning out
Use these Scopes for Amendments Only.

New Start Capital Projects

Guideway & Track Elements	140-10
Stations, Stops, Term, Intmdl	140-20
Support Facilities	140-30
Sitework & Special Conditions	140-40
Systems	140-50
ROW, Land, Existing Imprvmnts	140-60
Vehicles	140-70
Professional Services	140-80

New Start Capital Projects
Use these Scopes for all new New Start grants/projects regardless of funding source.

Use 13.XX.XX ALI's for New Start Vehicles

	Unallocated Contingency	140-90		
	Finance Charges	141-00		
Operating	Operating Assistance	300-00		
Planning	State Planning & Research	441-00		***Use 44.2X.XX ALIs***
	University Research		441-10	***Use 70.XX.XX ALIs***
	Human Resources		441-20	***Use 55.XX.XX ALIs***
	Training Fellowship		441-30	***Use 50.XX.XX ALIs***
	Research & Development		441-60	***Use 55.XX.XX ALIs***
	Metropolitan Planning		441-80	***Use 44.2X.XX ALIs***
	Metropolitan Planning	442-00		
	Consolidated Planning Grants	443-00		
Review	Oversight Reviews	510-00		***Used only by headquarters.***
Research	Research Projects	550-00		Use 55.xx.xx ALIs
Safety & Security	Safety	571-00		***Use for Security Supplemental Funding projects only. HQ Use only.***
	Security	572-00		
Scopes for: 5310, 5311 5316, 5317	Other Program Costs	600-00		***Option: Combine Scopes 300, 610, 620, & 630 into a single scope code***
	State / Programs Administration	610-00		***Use ALI code 11.80.00***
5311 only	Project Administration	620-00		***Use ALI code 11.79.00***
5310, 5311 only	Program Reserve/Category C	630-00		***Use ALI code 11.73.00***
5311 only	Intercity Bus Transportation	634-00		***Use Capital, Operating, or Plnng ALIs***
5311 only	Rural Transit Asst Program (RTAP)	635-00		***Use 43.5X.XX ALIs***

Sec 5311 and Sec 5310 budgets may also use Capital, Operating, or Planning Scope codes in addition to the special scopes listed in this section.

See Note *	5310 Projects	641-00	
See Note *	JARC Projects	646-00	
See Note *	New Freedom Projects	647-00	

* Note:
Special Categories for 5310, 5316,
5317 projects in 5307 or 5311 Grants

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT

SCOPE CODE CHART

NON-ADD SCOPE CODES

Non-add Codes	Security Expenditures	991-00	Break out the security related expenses included in the budget - other than 5302(a)(1)(J) items; use the ALI codes from the project budget.
	Tribal Projects	992-00	Use to identify tribal projects under any program.
	Fleet Management	993-00	
	Electronic Fare	994-00	
	Traveler Information	995-00	
	ADA / CAA Increased Federal Share	996-00	
	Transfer of Federal Equity	998-00	
	Contingency Projects	999-00	

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT

ACTIVITY LINE ITEM CODE CHART

FOR CAPITAL EXPENDITURES

Revenue Rolling Stock
XX.1X.XX

Engineering & Design
XX.11.XX

Purchase - Replacement
XX.12.XX

Purchase - Expansion
XX.13.XX

Rehabilitation / Rebuild
XX.14.XX

Mid Life Rebuild (Rail)
XX.15.XX

Lease - Replacement

.01 Bus STD 40 FT
.02 Bus STD 35 FT
.03 Bus 30 FT
.04 Bus < 30 FT
.05 Bus School
.06 Bus Articulated
.07 Bus Commuter / Suburban
.08 Bus Intercity
.09 Bus Trolley STD
.10 Bus Trolley Artic.
.11 Bus Double Deck
.12 Bus Used
.13 Bus School Used
.14 Bus Dual Mode
.15 Vans
.16 Sedan / Station Wagon
.20 Light Rail Cars
.21 Heavy Rail Cars
.22 Commuter Rail Self Propelled - Elec.
.23 Commuter Rail Car Trailer
.24 Commuter Locomotive Diesel
.25 Commuter Locomotive Electric
.26 Commuter Rail Cars Used

CAPITAL
1X.XX.XX

BUS
11.XX.XX

FIXED
GUIDEWAY
12.XX.XX

NEW START
13.XX.XX

NOTE:
This code (13.xx.xx) is transitioning out. It is for Ammendments to existing grants and not to be used for new "New Start" Projects.

See page 7 for new 14-series for New Starts.

XX.16.XX

Lease - Expansion
XX.18.XX

Vehicle Overhaul (up to 20% vehicle maintenance)
XX.17.00

.27 Commuter Locomotive Used
.28 Commuter Rail Self Prop - Diesel
.30 Cable Car
.31 People Mover
.32 Car, Incline Railway
.33 Ferry Boats
.39 Transferred Vehicles
.40 Spare Parts / Assoc Capital Maintenance Items

* *[See last page of exhibit for 2-digit Alternative Fuel Codes required for all bus rolling stock purchases.]*

Transit-
way
Lines
XX.2X.XX

Engineering & Design
XX.21.XX

Acquisition
XX.22.XX

Construction
XX.23.XX

Rehab / Renovation
XX.24.XX

Lease
XX.26.XX

.01 Busway
.02 Transit Mall
.03 Line Equipment / Struc Misc.
.04 Tunnels
.05 Bridges
.06 Elevated Structures
.07 People Mover
.20 Miscellaneous Equipment

Engineering & Design
XX.31.XX

.01 Terminal, Bus
.02 Station
.03 Terminal, Intermodal

Station Stops/ Terminals
XX.3X.XX

- Acquisition XX.32.XX
- Construction XX.33.XX
- Rehab / Renovation XX.34.XX
- Lease XX.36.XX

(Transit)
.04 Park & Ride Lot
.05 Ferry Terminal
.06 Fare Collection Equip. (Stationary)
.07 Surveillance / Security Sys.
.08 Furniture & Graphics
.09 Route Signing
.10 Passenger Shelters
.11 Terminal, intermodal (Intercity bus)
.12 Terminal, Intermodal (Intercity rail)
.20 Miscellaneous

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR CAPITAL EXPENDITURES

Support Facilities & Equip
XX.4X.XX

- Engineering & Design XX.41.XX
- Acquisition XX.42.XX
- Construction XX.43.XX
- Rehab / Renovation

.01 Admin Building
.02 Maintenance Facility
.03 Admin / Maint Facility
.04 Storage Facility
.05 Yards & Shops
.06 Shop Equipment
.07 ADP Hardware
.08 ADP Software
.09 Surveillance / Security
.10 Fare Collection (Mobile)
.11 Support Vehicles
.12 Work Trains
.20 Miscellaneous Equipment

XX.44.XX

Lease
XX.46.XX

.40 Excl Bicycles Vehicle
.41 Excl Bicycles Equipment
.42 Excl Bicycles Facility
.43 ADA Vehicle Equipment
.44 CAA Vehicle Equipment

CAPITAL
1X.XX.XX

BUS
11.XX.XX

FIXED
GUIDEWAY
12.XX.XX

NEW START
13.XX.XX

Electrification
Power Dist.
XX.5X.XX

Engineering & Design
XX.51.XX

Acquisition
XX.52.XX

Construction
XX.53.XX

Rehab / Renovation
XX.54.XX

Lease
XX.56.XX

.01 Traction Power
.02 AC Power Lighting
.03 Power Distribution
Substation
.04 Vehicle Locator System
.20 Miscellaneous

NOTE:
This code (13.xx.xx) is transitioning out. It is for Ammendments to existing grants and not to be used for new "New Start" Projects.

See page 7 for new

Engineering & Design
XX.61.XX

Signal & Communi- cation
XX.6X.XX

Acquisition
XX.62.XX

Construction
XX.63.XX

Rehab / Renovation
XX.64.XX

Lease
XX.66.XX

.01 Train Control / Signal System
.02 Communications Systems
.03 Radios
.20 Miscellaneous Equipment

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT

ACTIVITY LINE ITEM CODE CHART

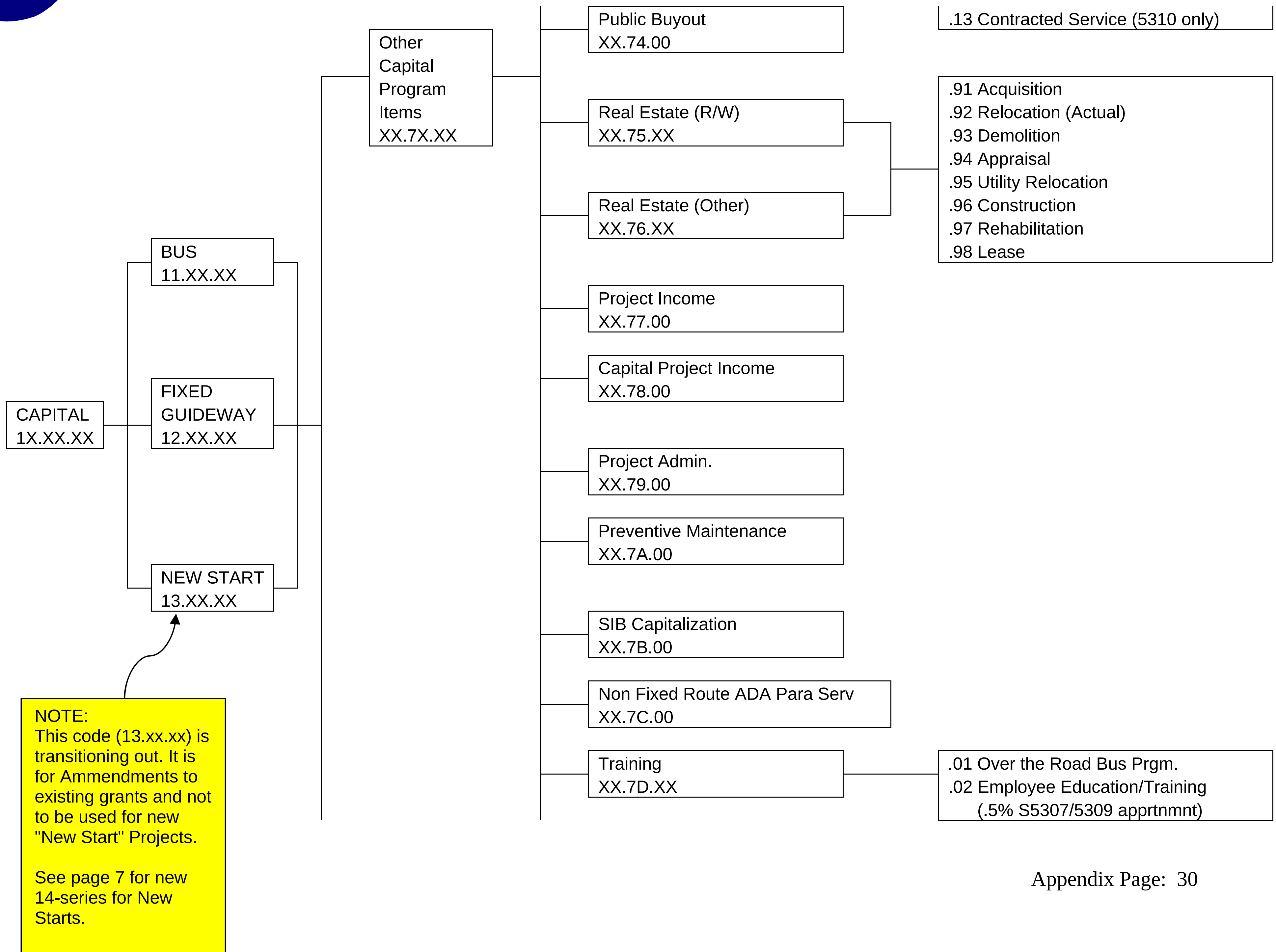
FOR CAPITAL EXPENDITURES

3rd Party Contract
XX.71.XX

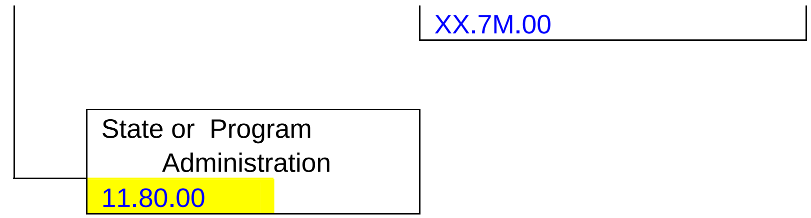
Force Account
XX.72.XX

Contingencies
XX.73.00

.01 Preliminary Engineering
.02 Final Design
.03 Project Management
.04 Construction Management
.05 Insurance
.06 Legal
.07 Audit
.08 Construction
(Force Account)
.09 Rolling Stock Rehab (FA)
.10 Inspection (FA)
.11 Other
.12 Capital Cost of Contracting


CAPITAL
1X.XX.XX
BUS
11.XX.XX
FIXED
GUIDEWAY
12.XX.XX
NEW START
13.XX.XX
NOTE:
This code (13.xx.xx) is transitioning out. It is for Ammendments to existing grants and not to be used for new "New Start" Projects.
See page 7 for new 14-series for New Starts.
Other
Capital
Program
Items
XX.7X.XX
Public Buyout
XX.74.00
Real Estate (R/W)
XX.75.XX
Real Estate (Other)
XX.76.XX
Project Income
XX.77.00
Capital Project Income
XX.78.00
Project Admin.
XX.79.00
Preventive Maintenance
XX.7A.00
SIB Capitalization
XX.7B.00
Non Fixed Route ADA Para Serv
XX.7C.00
Training
XX.7D.XX
.13 Contracted Service (5310 only)
.91 Acquisition
.92 Relocation (Actual)
.93 Demolition
.94 Appraisal
.95 Utility Relocation
.96 Construction
.97 Rehabilitation
.98 Lease
.01 Over the Road Bus Prgm.
.02 Employee Education/Training
(.5% S5307/5309 apprtnmnt)

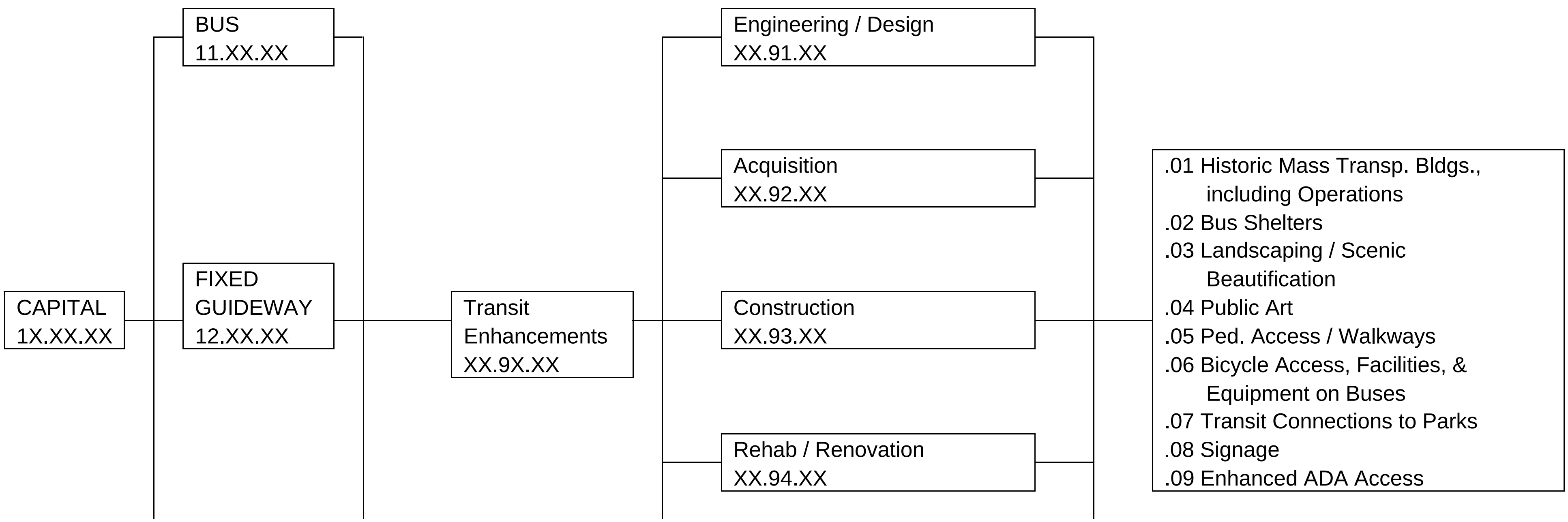
- Community Service Facilities (i.e. day care, health care) XX.7E.00
- TDM Activities - CMAQ only XX.7F.00
- Start-up Costs - New Start Projects only 13.7G.00
- Finance Costs - New Start Projects only 13.7H.00
- Before & After Study Costs - New Start Projects only 13.7J.00
- Crime Prevention & Security XX.7K.XX
  - .01 Security and emergency response plans
  - .02 Biological/chemical agent detection
  - .03 Emergency Response Drills
  - .04 Security Training
- Mobility Management (5302(a)(1)(L) XX.7L.00
- Debt Service Reserve (5302(a)(1)(K)



TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT

ACTIVITY LINE ITEM CODE CHART

FOR CAPITAL EXPENDITURES



NEW START
13.XX.XX

Lease
XX.95.XX

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR CAPITAL EXPENDITURES

NOTE: Use these New Start codes for new grants only.

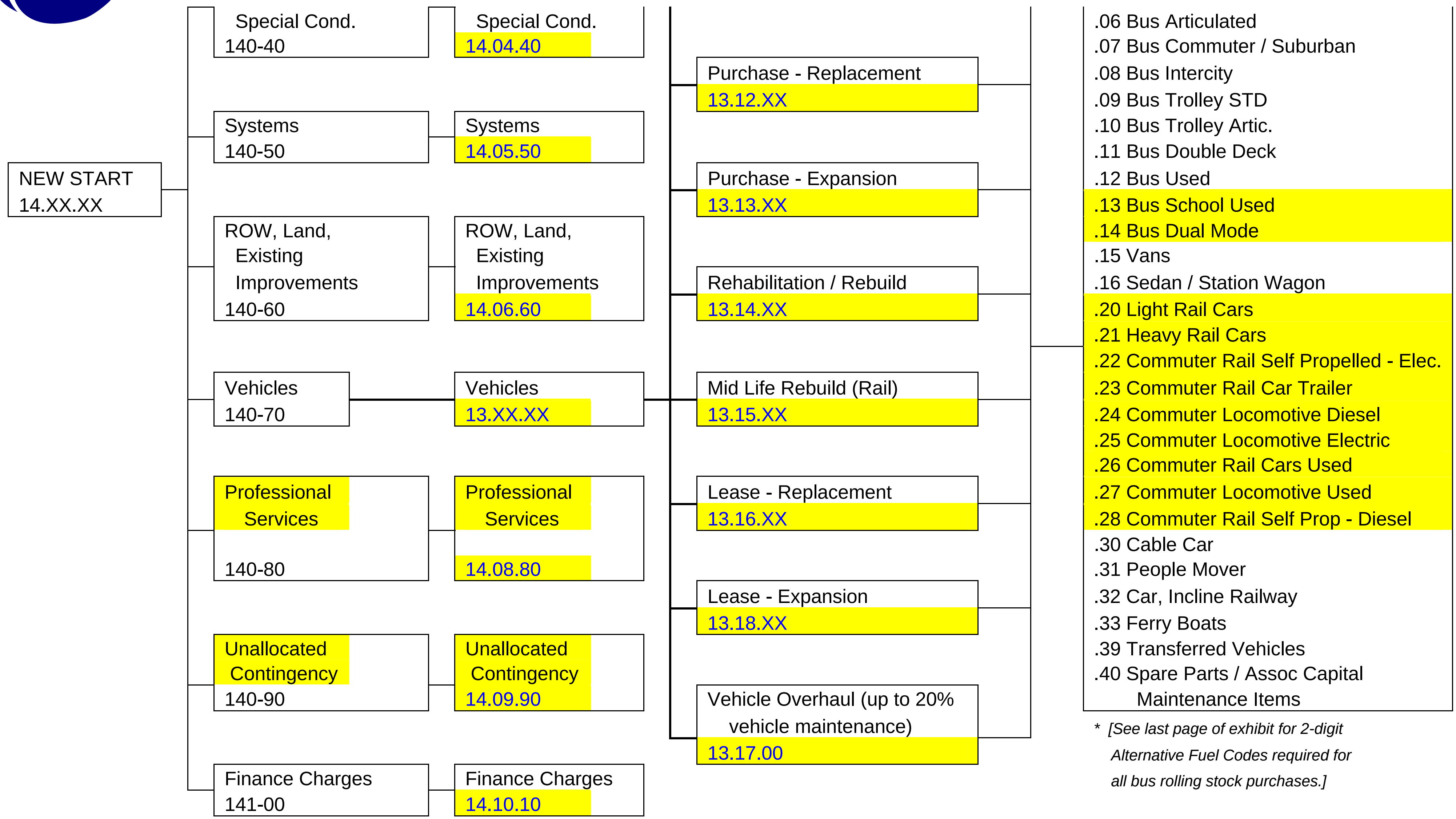
Refer to TPE guidance on use of TEAM Scopes and ALI to match the Standard Cost Categories (SCC) for all New Start grants:

http://www.fta.dot.gov/planning/newstarts/planning_environment_2580.html

Guideway & Track Elements 140-10	Guideway & Track Elements 14.01.10
Stations, Stops, Terminals, Intermodal 140-20	Stations, Stops, Terminals, Intermodal 14.02.20
Support Facilities: Yards, Shops, Admin Bldgs 140-30	Support Facilities: Yards, Shops, Admin Bldgs 14.03.30
Sitework &	Sitework &

Engineering & Design
13.11.XX

.01 Bus STD 40 FT
.02 Bus STD 35 FT
.03 Bus 30 FT
.04 Bus < 30 FT
.05 Bus School



* *[See last page of exhibit for 2-digit Alternative Fuel Codes required for all bus rolling stock purchases.]*

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT

ACTIVITY LINE ITEM CODE CHART

FOR OPERATING EXPENDITURES

OPERATING
30.XX.XX

Operating Assistance
30.09.XX

.01 50% Federal Share

.02 Sliding Scale (5311 or
5310 Pilot only)

Operating Assistance - 80%
CMAQ CAPITAL
30.80.01

Note: 3-year limit

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT

ACTIVITY LINE ITEM CODE CHART

FOR PLANNING EXPENDITURES

State Planning & Research
44.1X.XX

See special Scope instructions for Planning on page 1.

United We Ride State Coordination Grants
44.10.01

Program Support Administration
44.21.00

General Development / Comprehensive Planning
44.22.00

Long Range Transportation Planning
44.23.XX

.01 System Level
.02 Project Level

- PLANNING 44.XX.XX
  - Metropolitan 44.2X.XX
    - Short Range Transportation Planning 44.24.00
    - Transportation Improvement Program 44.25.00
    - Planning Emphasis Area 44.26.XX
      - .12 Coordination of Non-Emergency Human Service Transportation
      - .13 Participation of Transit Operators in Metropolitan & Statewide Planning
      - .14 Planning for Transit Systems Management / Operations to Increase Ridership
      - .15 Support Transit Capital Investment Decisions through Effective Systems Planning
      - .16 Incorporating Safety & Security in Transp Planning
    - Other Activities 44.27.00
  - Consolidated Plnng Grants 44.3X.XX
    - Statewide and Metropolitan (FTA & FHWA) 44.31.XX
      - .80 FHWA Metropolitan Planning
      - .81 FHWA Statewide Planning
      - .82 FHWA/FTA Metro. Planning
      - .90 FTA Metropolitan Planning
      - .91 FTA Statewide Planning
      - .92 FHWA/FTA Statewide Plng.
      - .99 FHWA/FTA Metro/State Plng.

      Note: .82, .92, and .99 should only be used with 44.31.XX
    - FHWA (only) Planning 44.32.XX
      - .80 FHWA Metropolitan Planning
      - .81 FHWA Statewide Planning
    - FTA (only) Planning 44.33.XX
      - .90 FTA Metropolitan Planning
      - .91 FTA Statewide Planning

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT

ACTIVITY LINE ITEM CODE CHART

FOR RTAP AND MANAGEMENT TRAINING

- Rural Transit Assistance Program 43.5X.XX
  - Training 43.50.01
  - Technical Assistance 43.50.02
  - Transit Research 43.50.03
  - Related Support Services 43.50.04
  - Program Reserve 43.50.05

Use only for 5311 RTAP

- Travel 50.10.00

- Management Training 50.XX.00
  - Tuition / Fees 50.20.00
  - Housing / Meals 50.30.00

- Oversight Reviews 51.XX.XX
  - Triennial Reviews 51.01.00
  - PMO Reviews 51.02.00
  - FMO Reviews 51.03.00
  - State Management Reviews 51.04.00
  - Procurement System Reviews 51.05.00
  - Civil Rights Reviews 51.06.00

51.xx.xx is for FTA use only.

Safety Reviews
51.07.00

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR RESEARCH AND OTHER EXPENDITURES

Research Projects
55.XX.XX

.10.00 Personnel
.13.00 Clerical
.14.00 Managerial, Technical, & Professional
.15.00 Construction Work
.19.00 Other
.20.00 Travel
.30.00 Fringe Benefits
.40.00 Equipment
.41.00 ADP Purchase, Lease, or Rental
.42.00 Material & Equip-Purchase / Lease / Rent
.43.00 Equipment Design or Manufacture
.49.00 Supplies
.50.00 Contractual
.51.00 Service Improvements
.52.00 Consultant Services
.53.00 ADP Services
.54.00 Other
.56.00 Construction
.61.00 FAC; Renov; Purchase, Lease, Rental
.62.00 Construction Work
.70.00 Other
.71.00 Administrative Costs

.72.00 Service Operations
.73.00 Contingencies
.74.00 Other Project Costs
.75.00 Diversion Payments
.76.00 Profit or Fee
.80.00 Indirect Costs
.81.00 Overhead
.82.00 General & Administrative
.90.00 Income
.91.00 Project Income
.92.00 Investment Income
.93.00 Proceeds, Sale of Non-Expen Pro
.94.00 Farebox Revenue

Safety & Security - Security Supplemental Funding projects only
57.XX.XX

Safety
57.10.XX

Security
57.20.XX

.01 Drills
.02 Administrative Expenses
.03 Technical Assistance
.04 Training
.05 Consultant Services
.10 Other

HQ Use Only

University Research
70.XX.XX

.10.00 Faculty Salaries & Wages
.13.00 Secretarial & Clerical Costs
.20.00 Employee Benefits
.30.00 Travel
.44.00 Automatic Data Processing Services
.49.00 Services
.50.00 Expendable Supplies & Material

.51.00 Seminar Support
.52.00 Student Stipend / Tuition
.53.00 Publishing Costs
.65.00 University Overhead
.80.01 Student Salaries
.80.02 Other Direct Costs
.80.03 Other Indirect Costs
.90.00 Cost Share or Grantee Local Share

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR RESEARCH AND OTHER EXPENDITURES

Non-Add Scope Codes
99X-nn

991-nn – Security Expenditures other than 5302(a)(1)(J) items
992-nn – Tribal Projects
993-nn ITS - Fleet Management
994-nn ITS - Electronic Fare
995-nn ITS - Traveler Information
996-nn ADA / CAA Increased Federal Share
(i.e. Alternate Federal Share matches such as 90/10 and 83/17)
998-nn Transfer of Federal Equity
999-nn Contingency Projects

TRANSP. ELECTRONIC AWARD & MANGMNT
ALTERNATIVE FUEL TYPE CODES

FOR BUS PURCHASES

BD	-	BIODIESEL
BF	-	BUNKER FUEL
BP	-	BATTERY-POWERED
CN	-	COMPRESSED NATURAL GAS
D1	-	No. 1 GRADE DIESEL FUEL
D2	-	No. 2 GRADE DIESEL FUEL (Std.)
DL	-	DIESEL LOW-SULFUR
DM	-	DUAL MODE (DIESEL / ELEC)
DP	-	DIESEL (PARTICULATE TRAP)
EP	-	ELECTRIC TRACKLESS TROLLEY
ET	-	ETHANOL
FH	-	FUEL CELL, HYDROGEN FUEL
FR	-	FUEL CELL, ON-BUS REFORMER
GA	-	GASOLINE
HE	-	HYBRID ELECTRIC - DIESEL
HG	-	HYBRID ELECTRIC - NATURAL GAS

HO	-	HYBRID ELECTRIC - OTHER
LN	-	LIQUEFIED NATURAL GAS
LP	-	LIQUEFIED PETROLEUM GAS
MT	-	METHANOL
OR	-	OTHER

Index

Note: This index is for the User Guide Appendices. Each individual Chapter has its own Index.