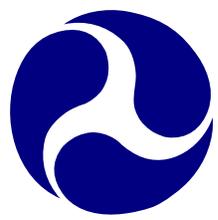


TEAM-Web User Guide

Chapter 5 *Application Tools*

By:
QSSI

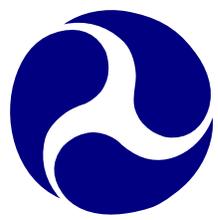
Version: 2.02
Date: 02/29/2008



Chapter 5 Change History

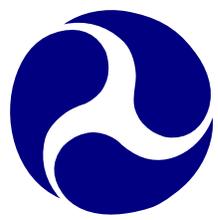
Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	05/11/2007	Reference updates	Travis Klein
2.02	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.*



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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&applIndex...

Assign Project Number

Project Detail | Project Description

Recipient ID: 728 THIS VENDOR TO BE SELECTED BY COMPETITIVE 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

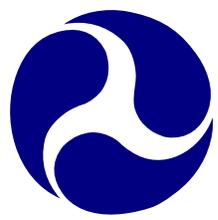
Section ID: 0

Activity:

Sequence Number: 0

Done Trusted sites 100%

Figure 1



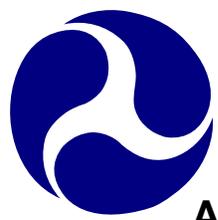
3. There are three choices for assigning **Project Numbers** (see Figure 1 above). Click in the radio buttons to select the **Action** you request and type in the requisite numbers and letters. The **Section ID** field indicates the account in which FTA maintains funding for the Project. The **Activity** 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.

Project Details 			
Project Number:	VA-03-0096-00	FY2004	Cost Center: 650-00
Application Type:	Electronic		Submitted:
Entered:	4/29/2004		Awarded:
Recip. Contact:	Betsy Massie 703-580-6113		Executed:
FTA Manager:	Elaine Burick (215) 656-7100		FTA Amount: \$4,626,504.00
Status:	Pending Submission/Project No. Assigned ←		Total Elig. Cost: \$5,783,130.00
Description:	FY04 Fixed Guideway projects-VRE		
Recipient:	5348	POTOMAC AND RAPPAHANNOCK TRANSPORTATION	

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.

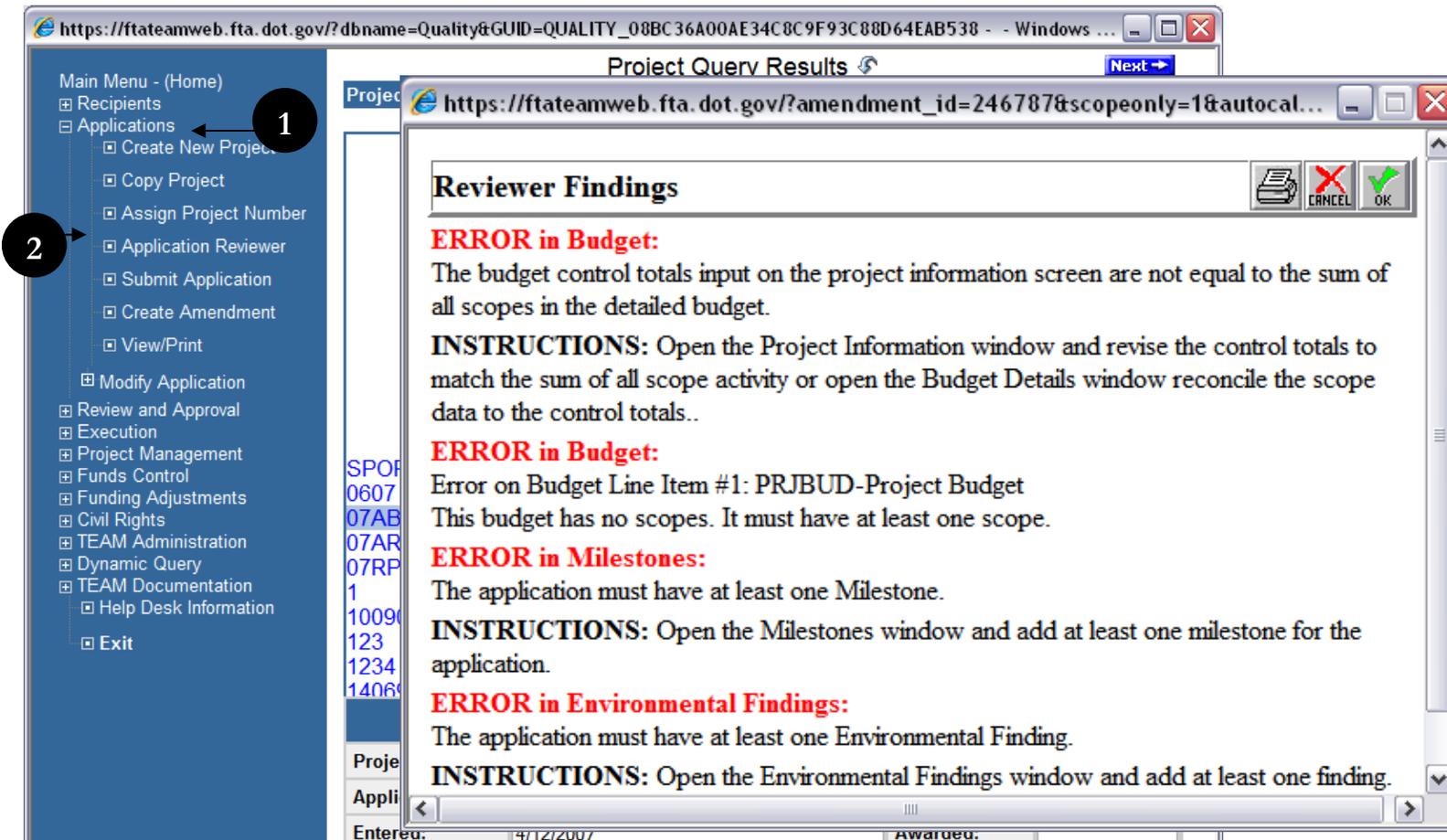


Figure 3



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.

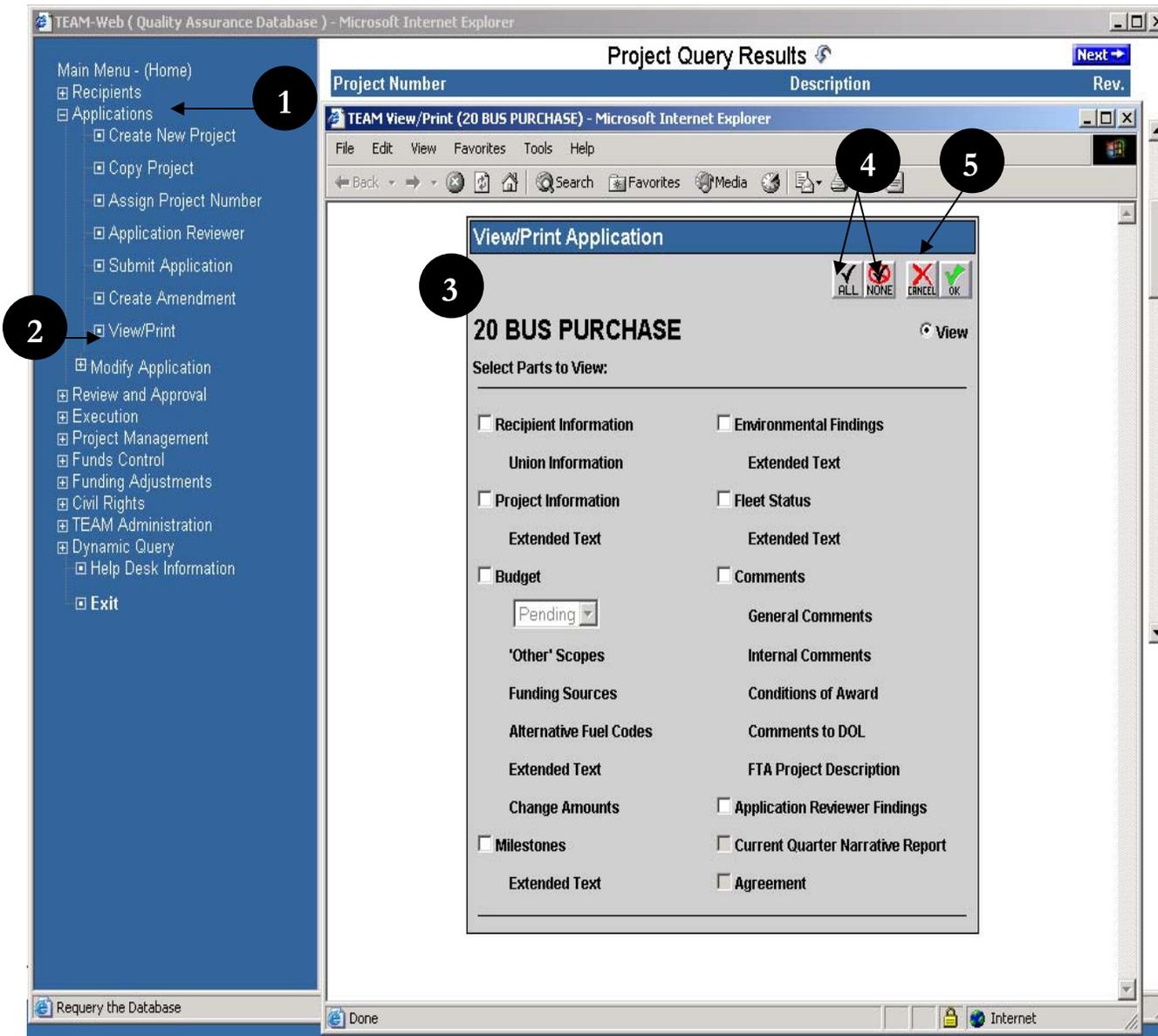


Figure 5



- 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.

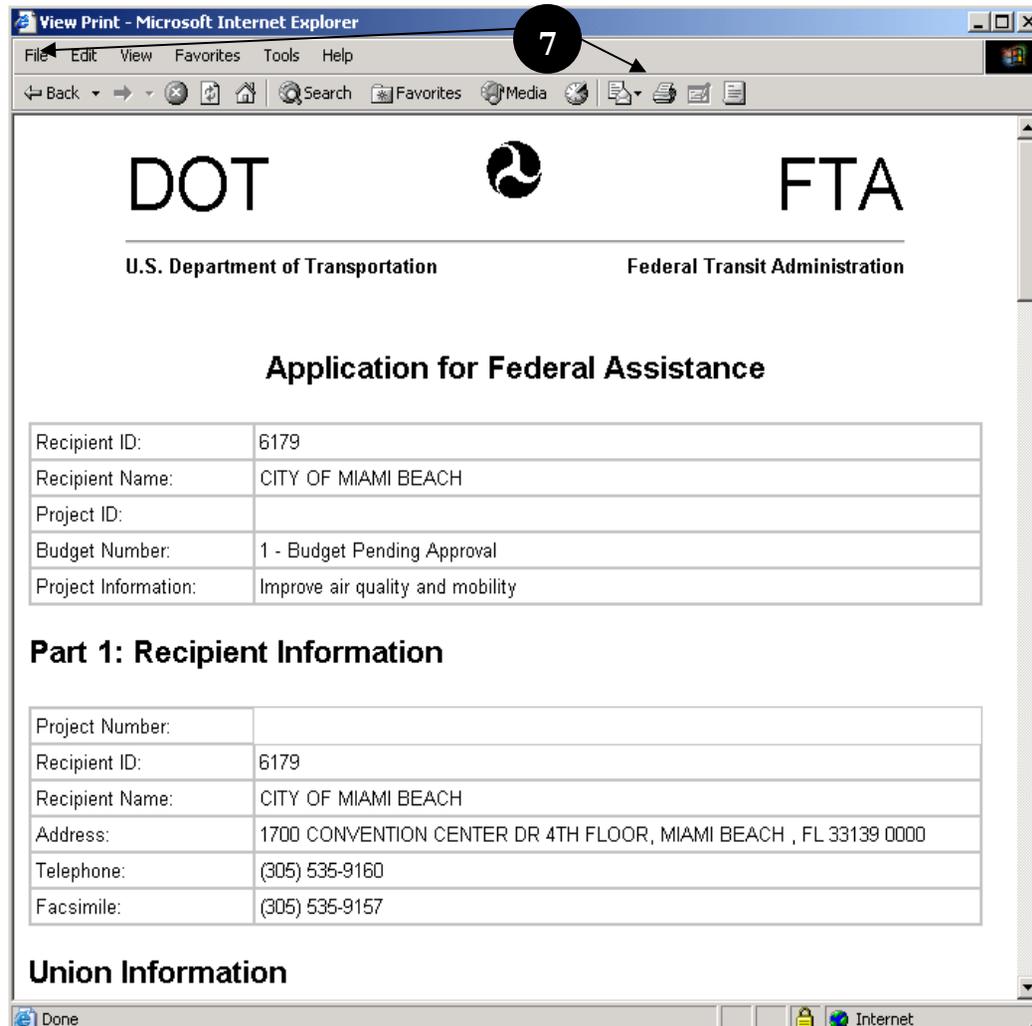


Figure 6



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.



https://ftateamweb.fta.dot.gov/?amendment_id=224386&canEnterObDate=false&rea...

Review/DOL Dates

Recipient:

Project:

Amendment:

Background/Award | DOL Certification

Application Submitted:	<input type="text"/>
Award:	<input type="text"/>
Agreement Executed By Recipient:	<input type="text"/>
Date Sent for Release:	<input type="text"/>
Date Released:	<input type="text"/>

Comments:

Done Trusted sites 100%

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...

Project Query Results

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

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.

The screenshot shows the 'Submit Application' web form. At the top, there are input fields for Recipient (1458, GREATER RICHMOND TRANSIT COMPANY), Project (VA-90-X209-00, Buses, Maint. Facility, Prev. Maint), Amend (Buses, Maint. Facility, Prev. Maint), and User (LUSKM, Mark Lusk). Below these is a scrollable text area containing application details: 'Application for Federal Assistance', Recipient ID: 1458, Recipient Name: GREATER RICHMOND TRANSIT COMPANY, Project ID: VA-90-X209-00, Budget Number: TBD, and Project Information: Buses, Maint, Facility, Prev. Maint. Below the scrollable area is a disclaimer: 'TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA ENTERED ARE TRUE AND CORRECT. SUBMISSION OF THIS APPLICATION IS DULY AUTHORIZED BY THE APPROPRIATE GOVERNING OFFICIALS OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE CERTIFICATIONS AND ASSURANCES IF THE FEDERAL ASSISTANCE IS AWARDED.' Below the disclaimer is a note: 'Please note that this verification is being recorded under the name of:'. At the bottom, there are input fields for 'Officials Name' (Mark Lusk) and 'Title' (Help Desk Specialist), a 'PIN' input field, and a 'Submit' button. To the right of the main form, there is a callout box with a blue header 'Information' and the text 'Project VA-90-X209-00 successfully submitted.' A callout '1' points to this box. Below it is a 'Close' button with a callout '2' pointing to it.

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.



The screenshot shows a web browser window displaying the TEAM-Web interface. On the left is a navigation menu with a blue background. The main content area is titled "Project Information" and contains a form with various fields and tabs. Five callouts are present: 1 points to "Create Amendment" in the menu; 2 points to "Project Information" in the menu; 3 points to the "Project" field containing "AK-03-0078-02" and "04,05,06,07 5309NS Vsl Refurb & des"; 4 points to the "Amend Reason" dropdown menu set to "Other"; 5 points to the "Project Description" text area containing "Alaska Marine Highway System Annual Vessel Refurbishment" and "AMENDMENT 2 INFORMATION:". The browser's status bar at the bottom shows "1306 record(s) retrieved. Project to select: AK-04-0001-01".

https://ftateamweb.fta.dot.gov/?dbname=Quality&GUID=QUALITY_08BC36A00AE34C8C9F93C88D64EAB538 - - Windows Internet Ex...

https://ftateamweb.fta.dot.gov/?applIndex=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 Rec by State:

New/Amendment: Amendment EO 12372 Review: Yes No N/A

Amend Reason: Other Contract No:

Recip. Type: State Agency Rev Date:

Sec of Statute: 49 USC 5309 - New Starts

Fed Dom Asst#: 20.500 - Federal Transit_Capital Investment Grants Planning Grant: Yes No

FTA Proj Mgr: Amy Changchien 206.220.4464 Program Date: 6/30/2006

Recip Contact: Jim Potdevin 907.465.8864 Program Page: See project c

State Appl ID: Application Type: Paper Elect

Est Start/End: - Supplemental Agreement: Yes No

Project Description

Alaska Marine Highway System Annual Vessel Refurbishment

AMENDMENT 2 INFORMATION:

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.

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

	Amendment	Project	
Gross Project Cost:	\$9,375,000.00	\$28,084,949.00	Special Condition: None
Adjustment Amt:	\$0.00	\$0.00	Spec Cond Tgt Date:
Total Eligible Cost:	\$9,375,000.00	\$28,084,949.00	Spec Cond Eff Date:
Total FTA Amount:	\$7,500,000.00	\$22,467,959.00	Est Oblig Date:
Total State Amount:	\$1,875,000.00	\$5,616,990.00	Pre-Award Authority: <input checked="" type="radio"/> Yes <input type="radio"/> No
Total Local Amount:	\$0.00	\$0.00	Fed Debt Delinquent: <input type="radio"/> Yes <input checked="" type="radio"/> No
Other Federal Amt:	\$0.00	\$0.00	Final Budget: <input type="radio"/> Yes <input checked="" type="radio"/> No
Special Cond Amount:	\$0.00	\$0.00	

Federal Debt Delinquency Detail

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Figure 11



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