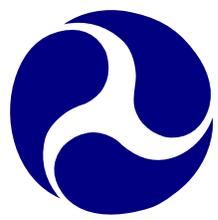


TEAM-Web User Guide

Appendices

**By:
QSSI**

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Date: 06/26/2008**



Appendices Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
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2.1	06/26/2008	Appendix D update for Archived status and Appendix E update for directory change	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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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.
- Clicking on the Password Help button will display the current password complexity requirements below the Change Password form (if desired, this form can be closed again by clicking on the “Close Help” button).
- 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.

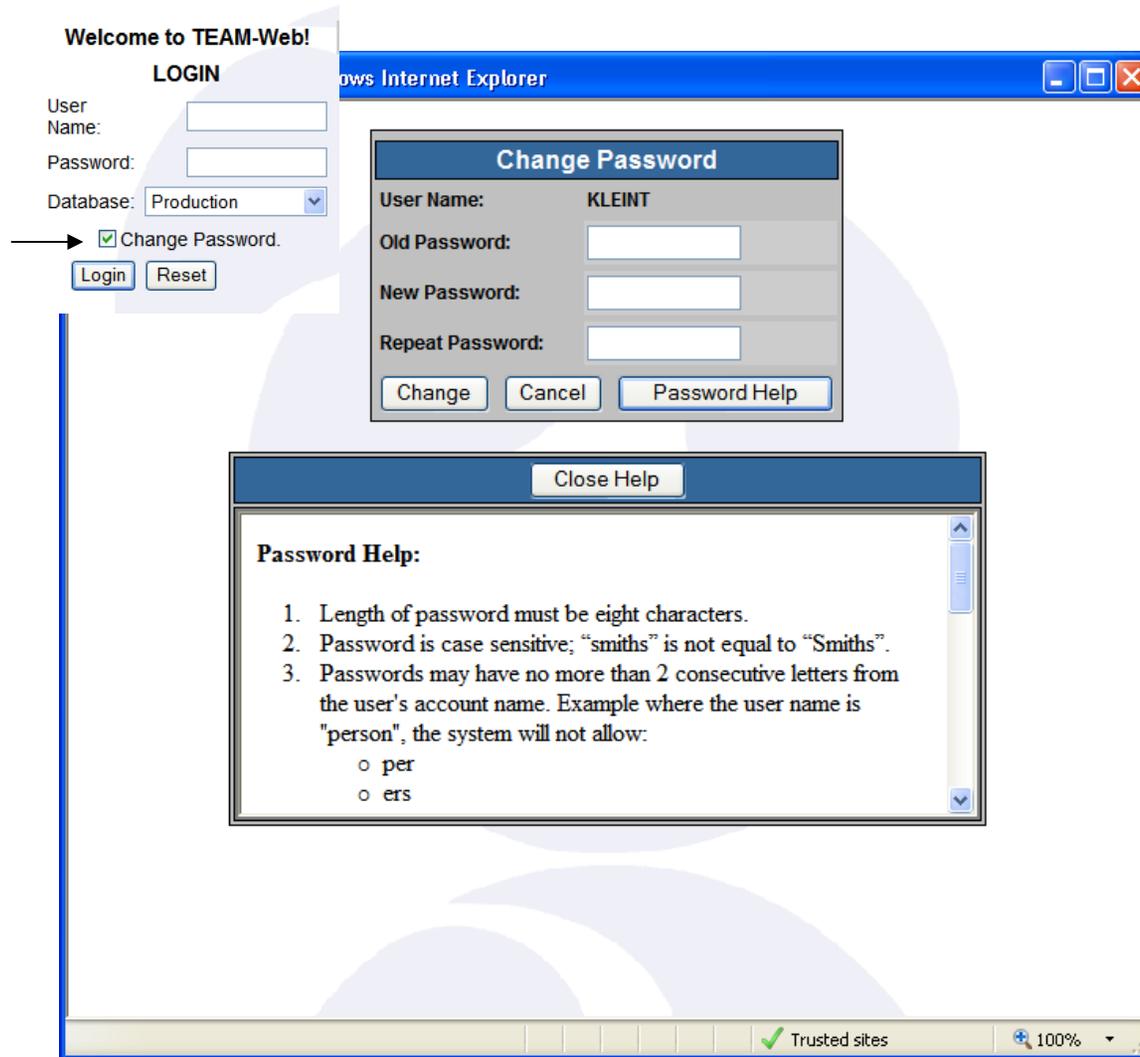
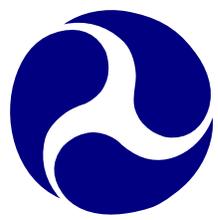
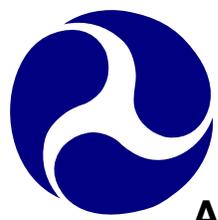


Figure 1



Appendix B – Icons



File attachment- add a file to an application



Save and close the screen



Exit the screen without saving changes



Save Changes



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



Delete Record/ Feature



Add a Record/ Feature



Run the Application Reviewer



Paste



Cut



Copy



Select All



Select None



Print



Undo



Approve/ Electronically Sign (PIN)



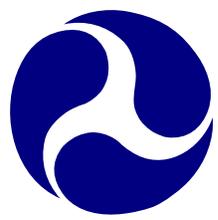
Open the Details screen



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.



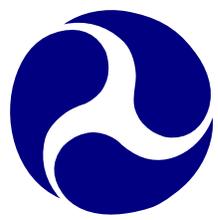
- **Drop Down List** - An entry field with a downward facing arrow located on the right hand side. When the arrow is clicked, a list of choices is displayed. One choice must be selected to continue--click the desired choice with your left mouse button.
- **EGMM System** - The old version of TEAM, used 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.

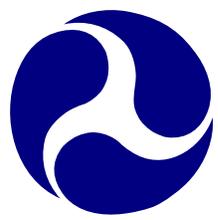
Inactive

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

Archived: FTA has requested that the Helpdesk place a project in an "Archived" status. This generally is performed on projects that were in a Pending state and were not going to be made active. Information from an archived project (a Grants.Gov application for example) may be utilized with the Copy Project feature.

Appendix E- System Directory

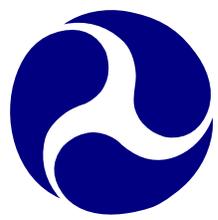
- Main Menu (Home)
- Recipients
 - Add Recipient
 - View/Modify Recipient
- Applications
 - Create New Project
 - Copy Project
 - Assign Project Number
 - Application Reviewer
 - Submit Application



- 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
 - Delete Closeout Amendment
 - 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
- DBE Obls. By Percent
- DBE UZA Data
- Data- Inquire by State
- 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
- Charter Registration
 - Upload 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.

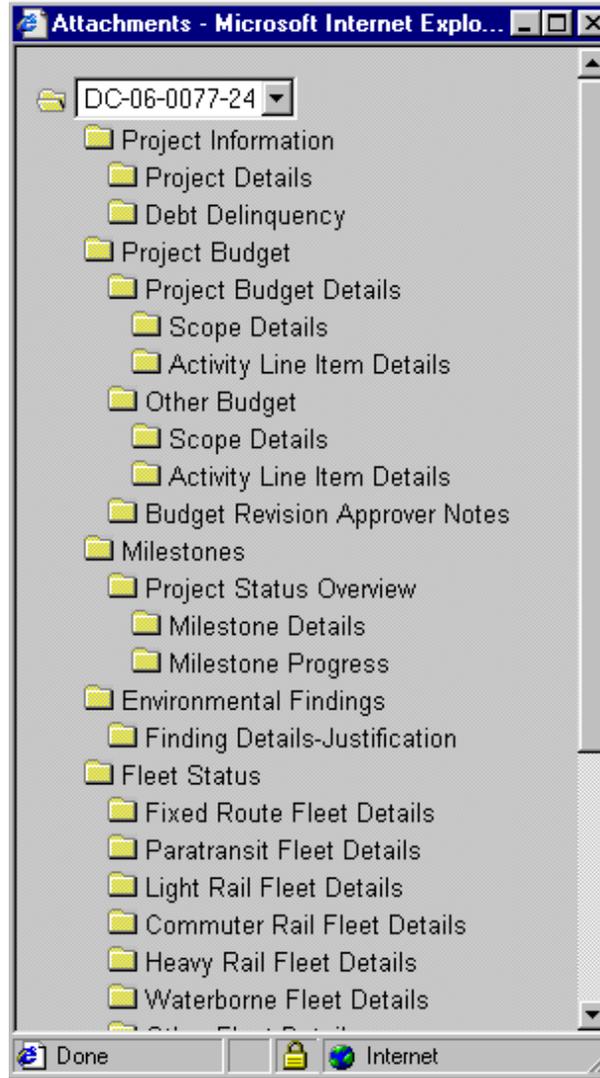


Figure 2

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.

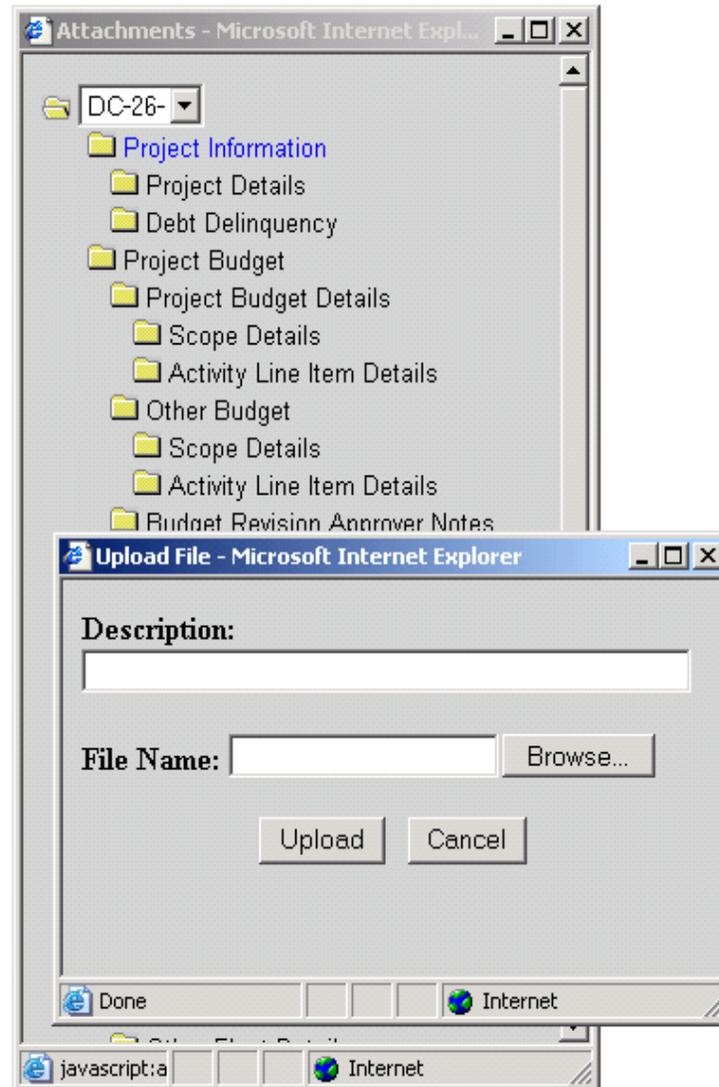


Figure 3

- 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.

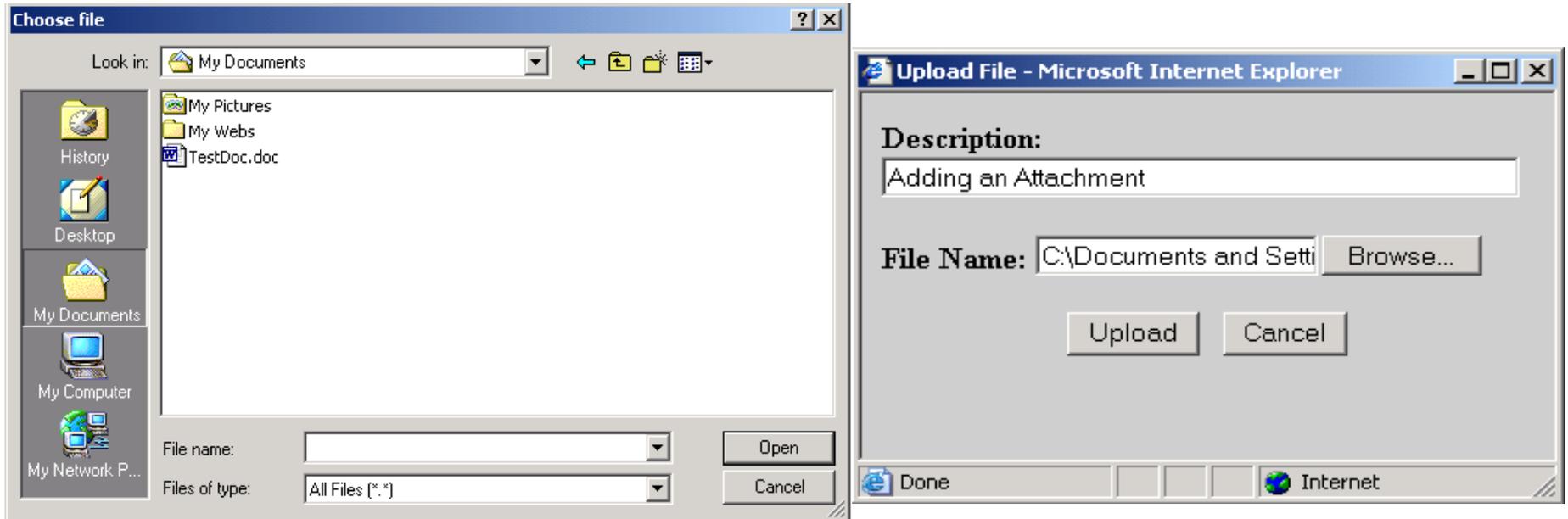


Figure 4

- 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.



Delete Attachment

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

Status: APPROVED

Last Update 03/30/2006

TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
SCOPE CODE CHART
SCOPE CODES

Category	Description	Code	Sub-Code	Special Instructions
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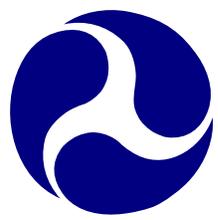
Bus Rolling Stock	111-00
Bus Transitways / Lines	112-00
Bus Station Stops & Terminals	113-00
Bus Support Equip / Facilities	114-00
Bus Electrification / Power Dist.	115-00
Bus Signal & Communication Equip	116-00
Bus Other Capital Items	117-00
Bus Transit Enhancements	119-00
Fixed Guideway Rolling Stock (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
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

Transitioning out
Use these Scopes for Amendments Only.

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

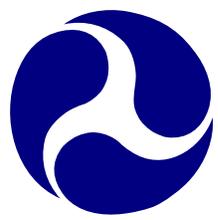


See Note *	5310 Projects	641-00
See Note *	JARC Projects	646-00
See Note *	New Freedom Projects	647-00

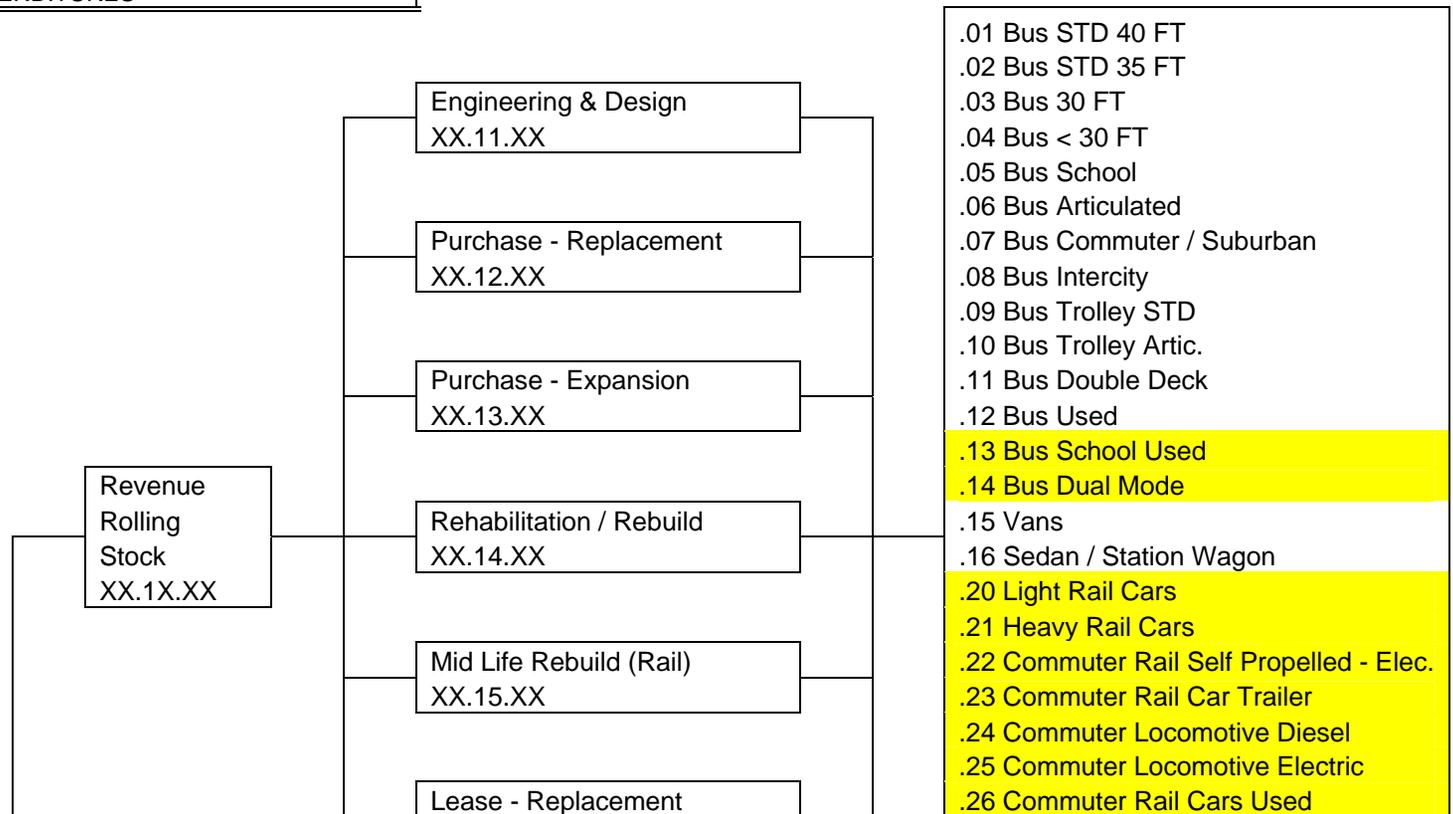
* Note:
 Special Categories for 5310, 5316,
 5317 projects in 5307 or 5311 Grants

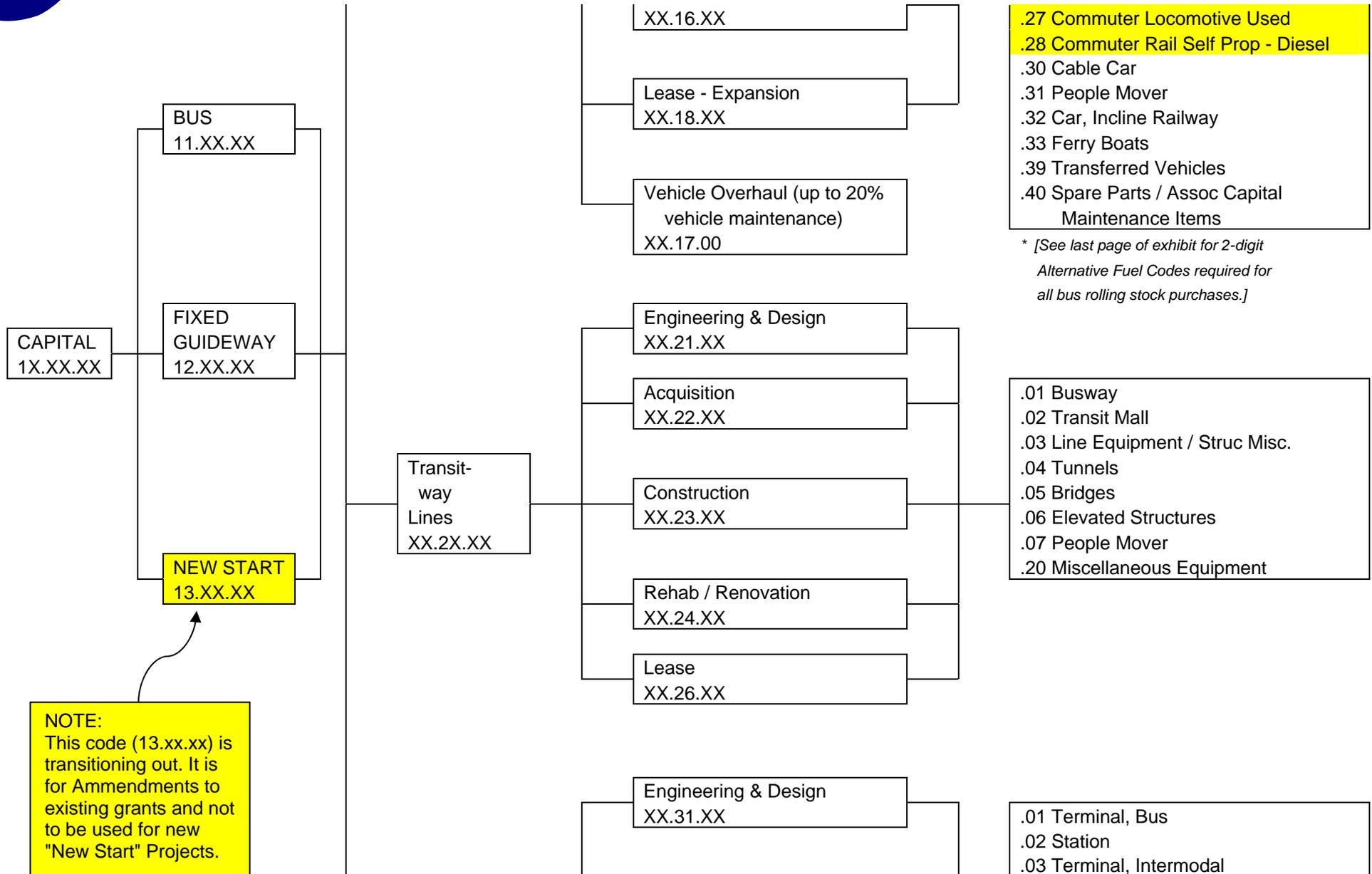
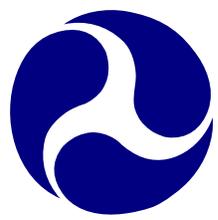
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
SCOPE CODE CHART
NON-ADD SCOPE CODES

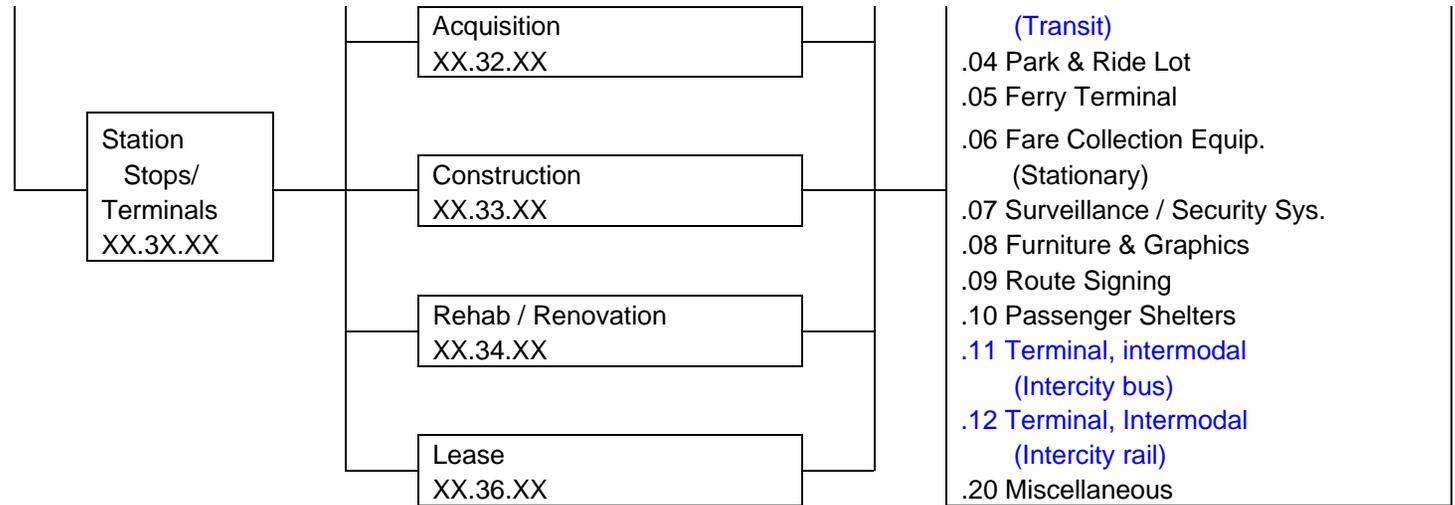
Non-add Codes	Security Expenditures	991-00	Break out the security related expenses included in the budget - other than 5302(a)(1)(J) items; use the ALI codes from the project budget.
	Tribal Projects	992-00	Use to identify tribal projects under any program.
	Fleet Management	993-00	
	Electronic Fare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



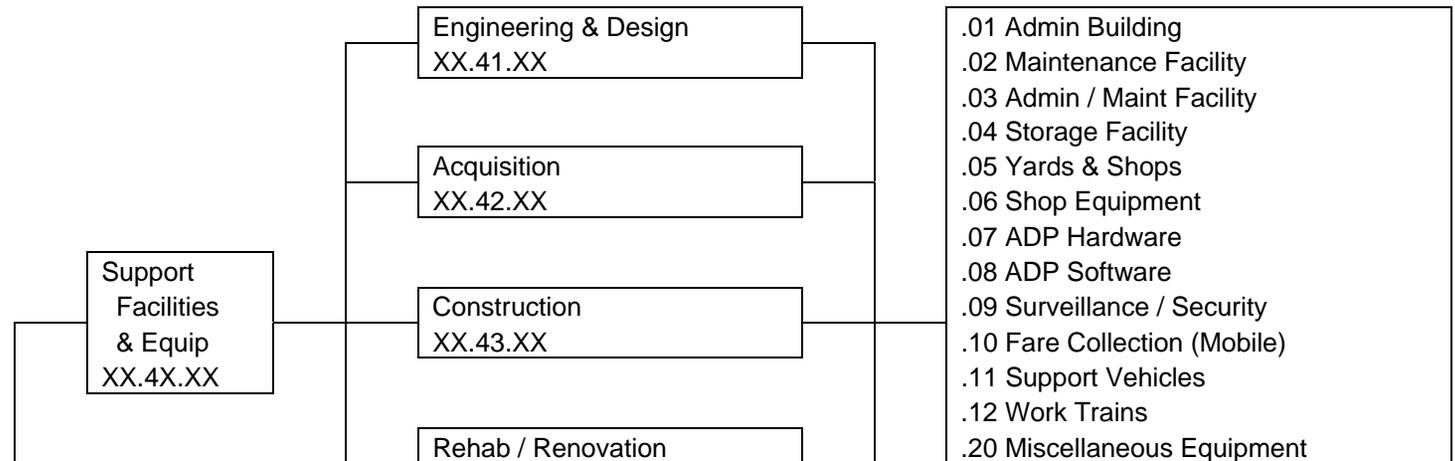
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR CAPITAL EXPENDITURES

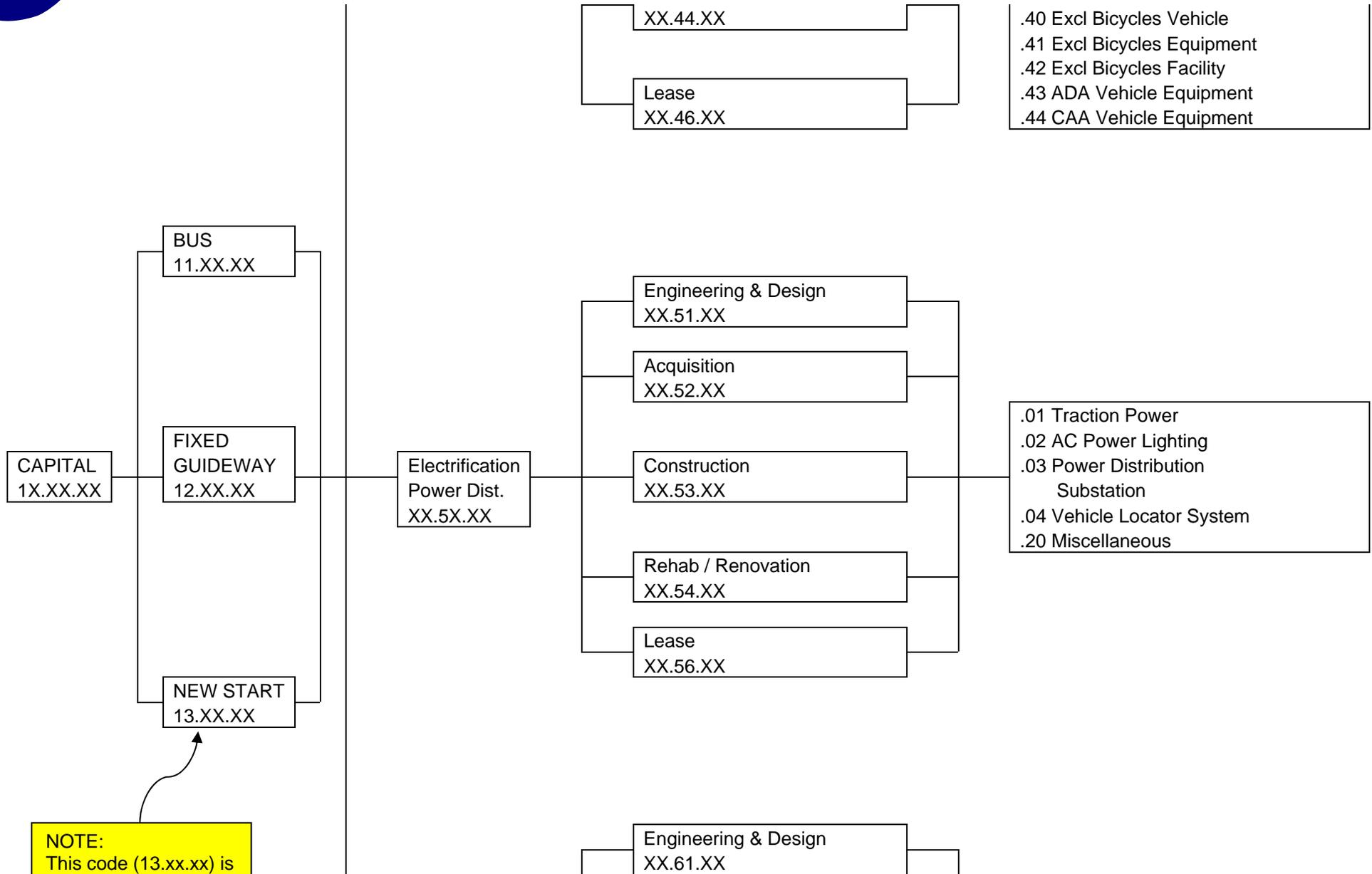


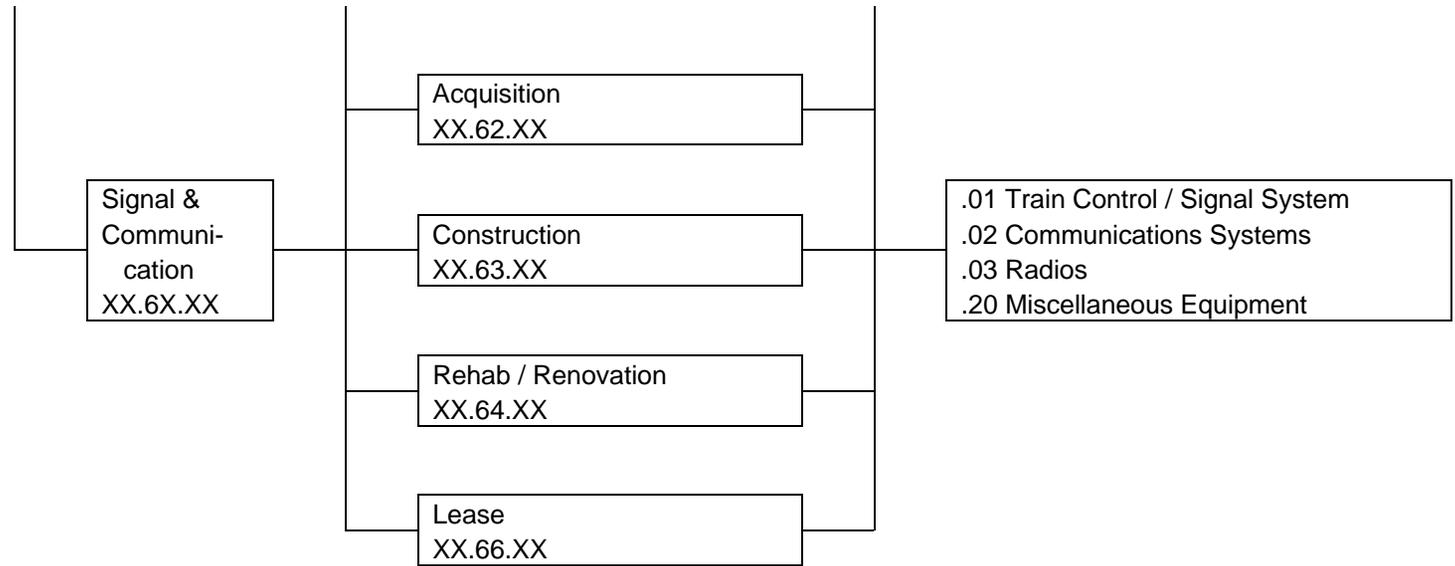




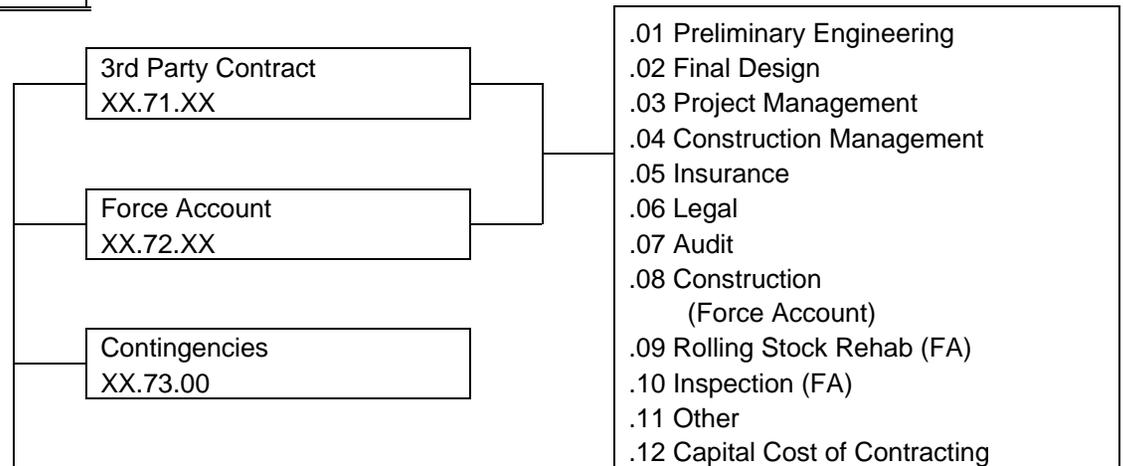
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR CAPITAL EXPENDITURES

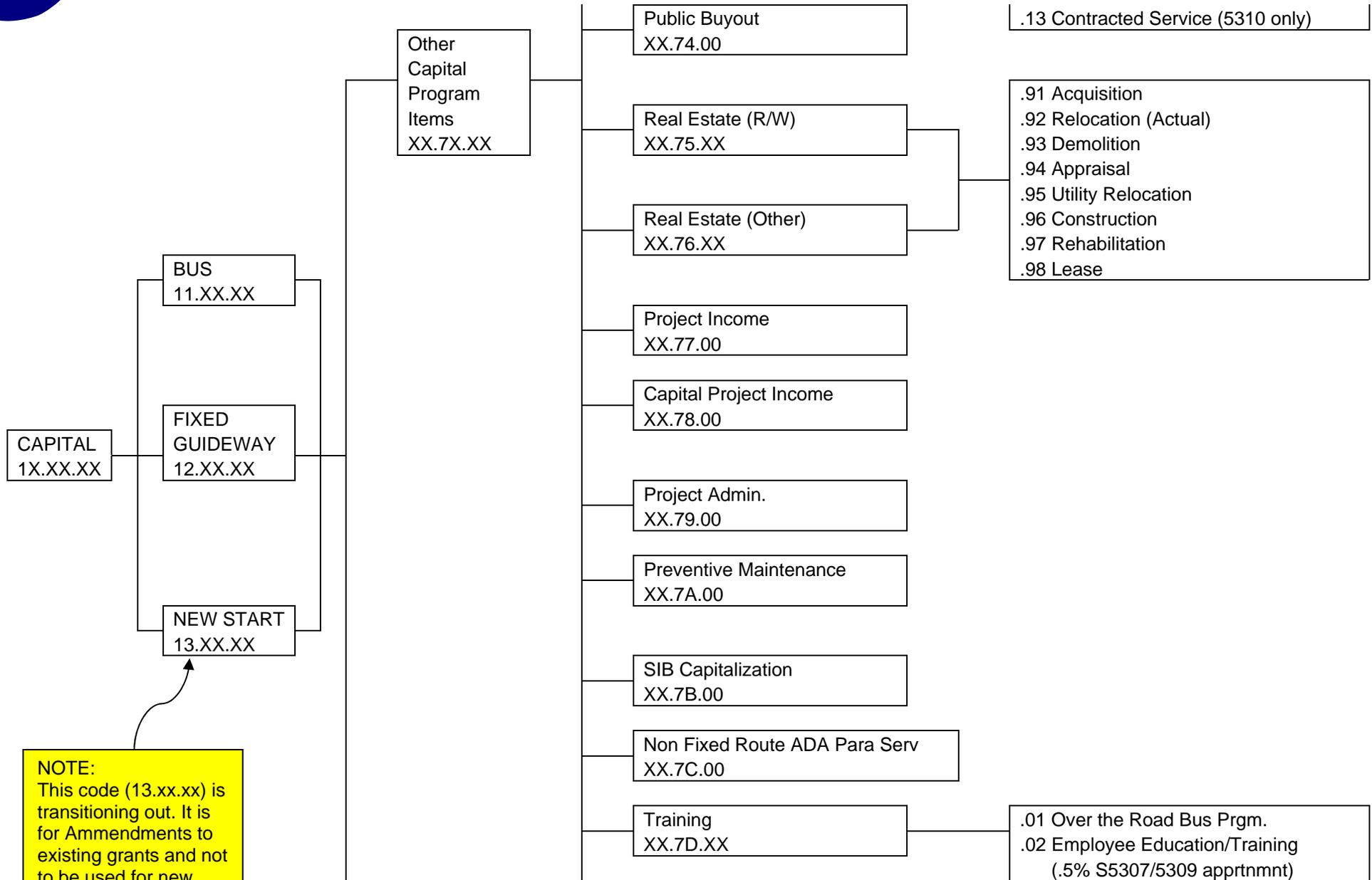
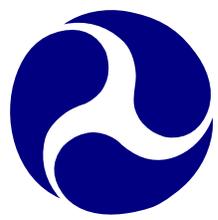






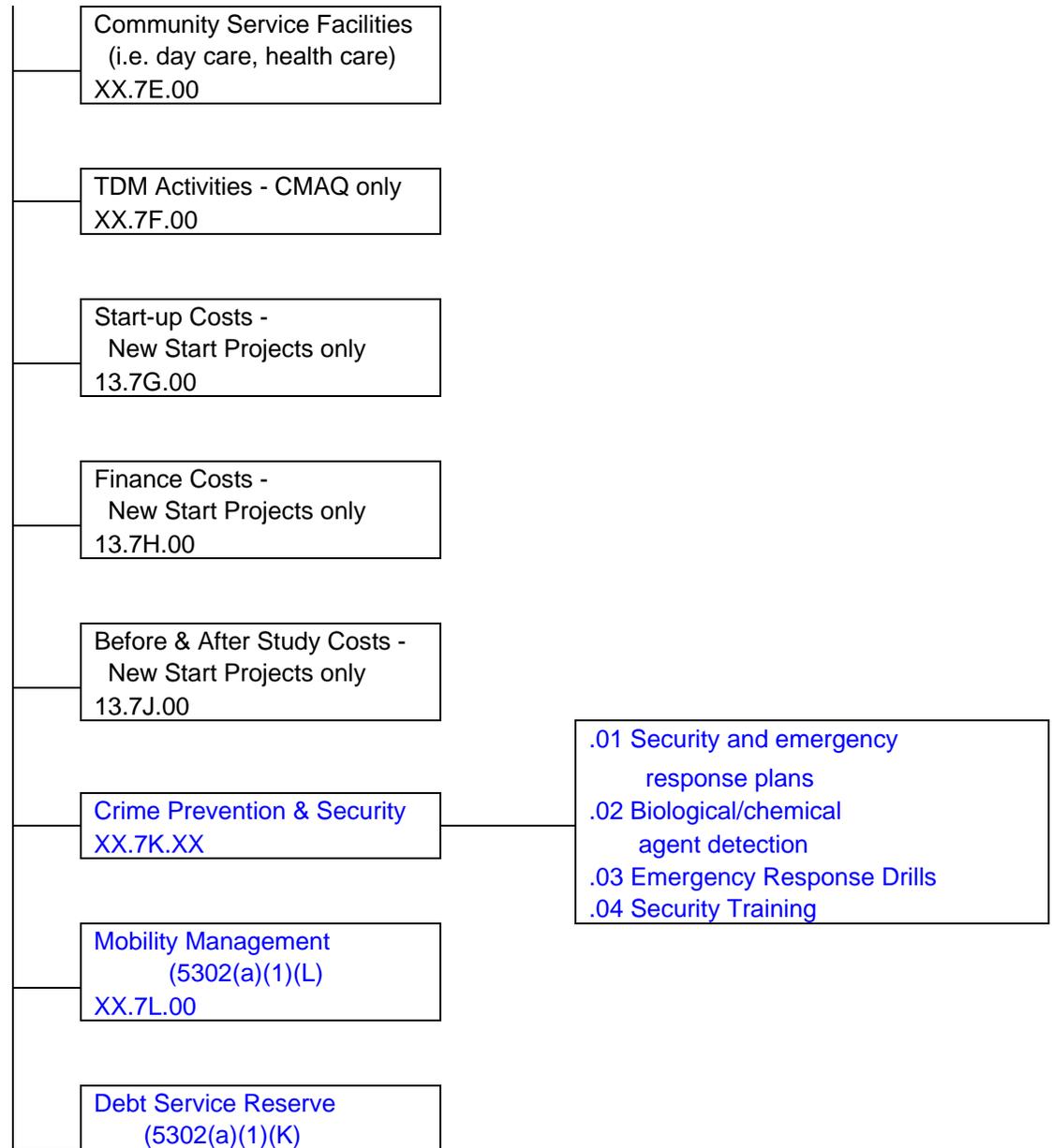
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR CAPITAL EXPENDITURES

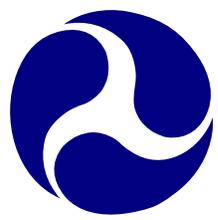




NOTE:
 This code (13.xx.xx) is transitioning out. It is for Ammendments to existing grants and not to be used for new "New Start" Projects.

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

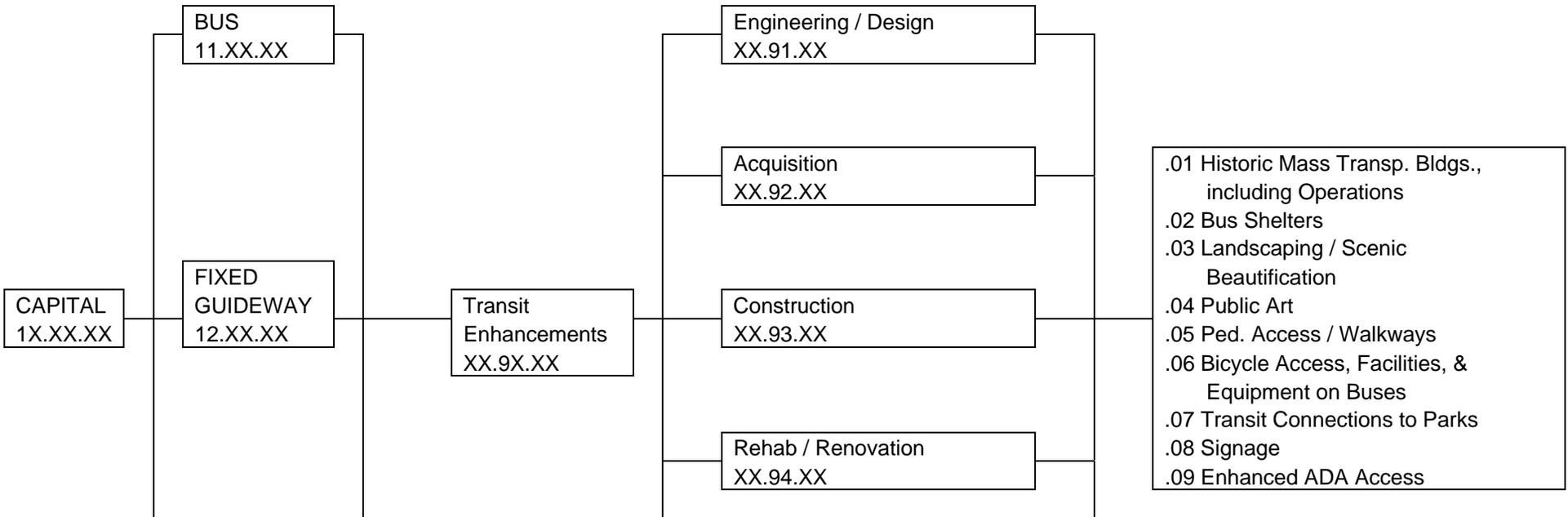


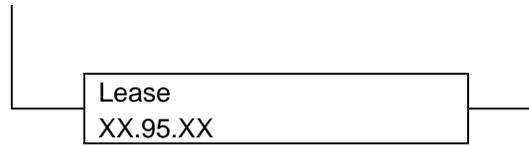


XX.7M.00

State or Program Administration
11.80.00

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



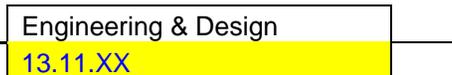
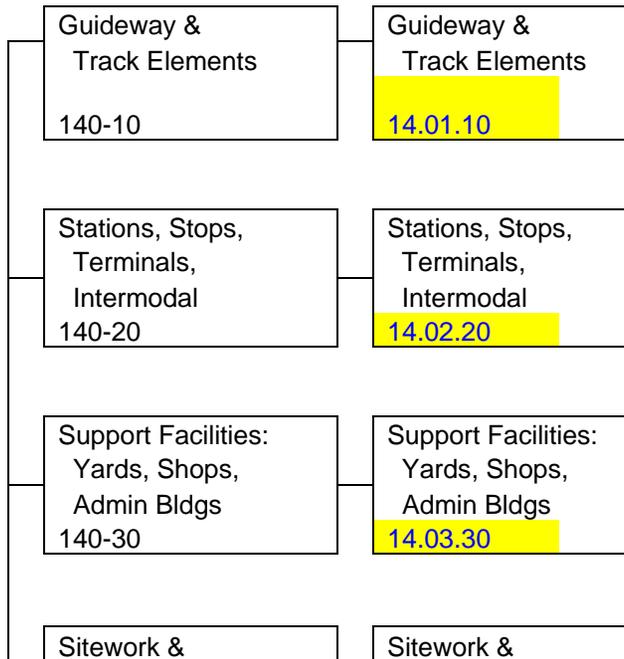


TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR CAPITAL EXPENDITURES

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:

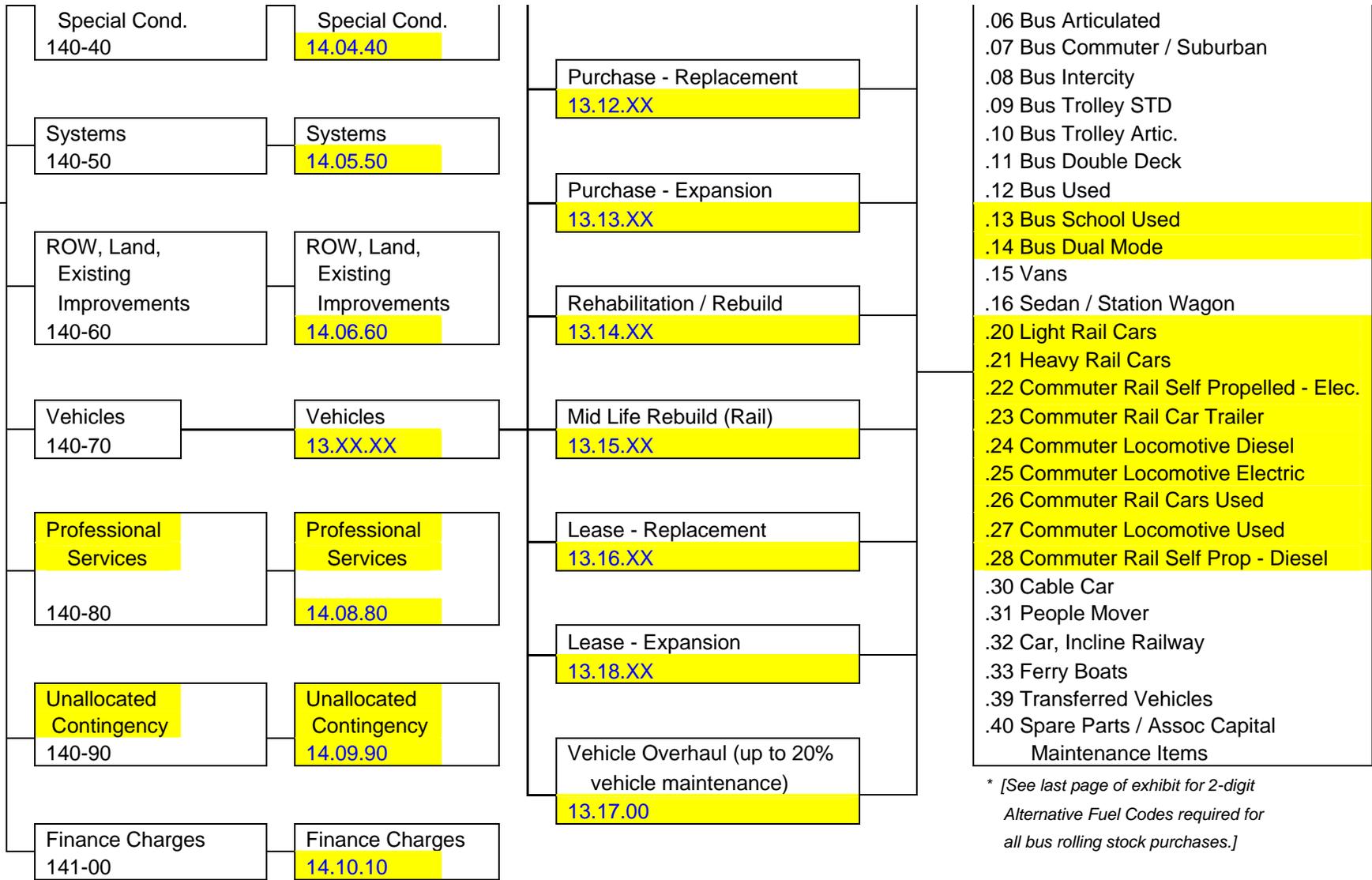
http://www.fta.dot.gov/planning/newstarts/planning_environment_2580.html



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



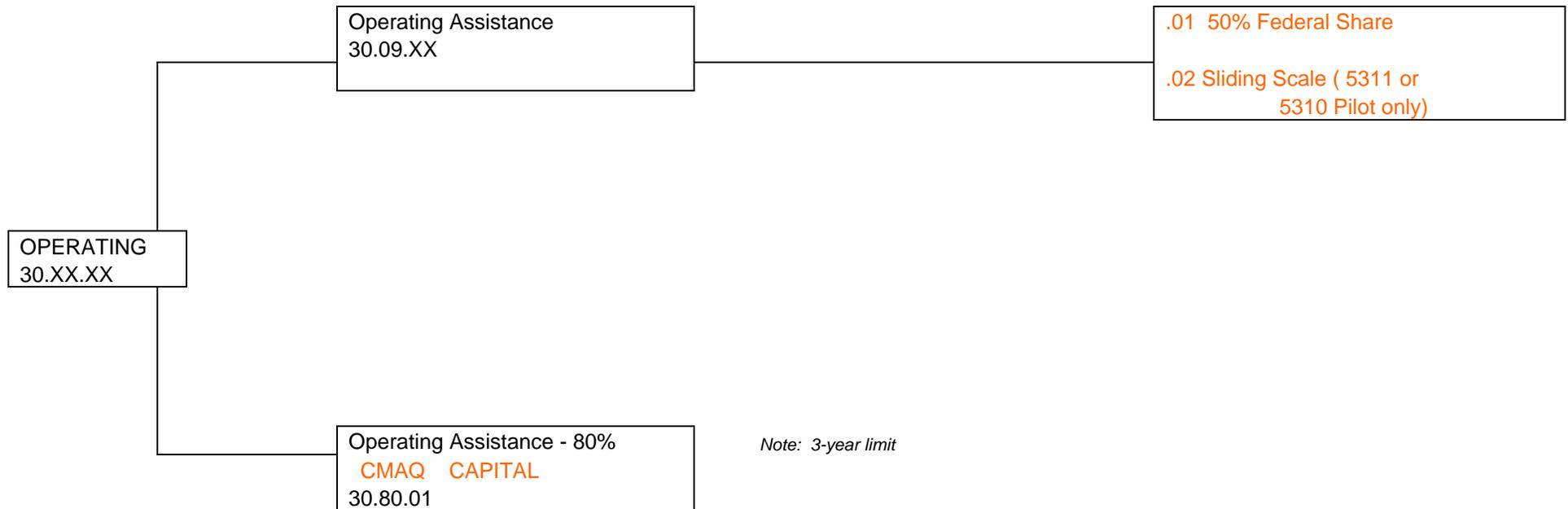
NEW START
14.XX.XX



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

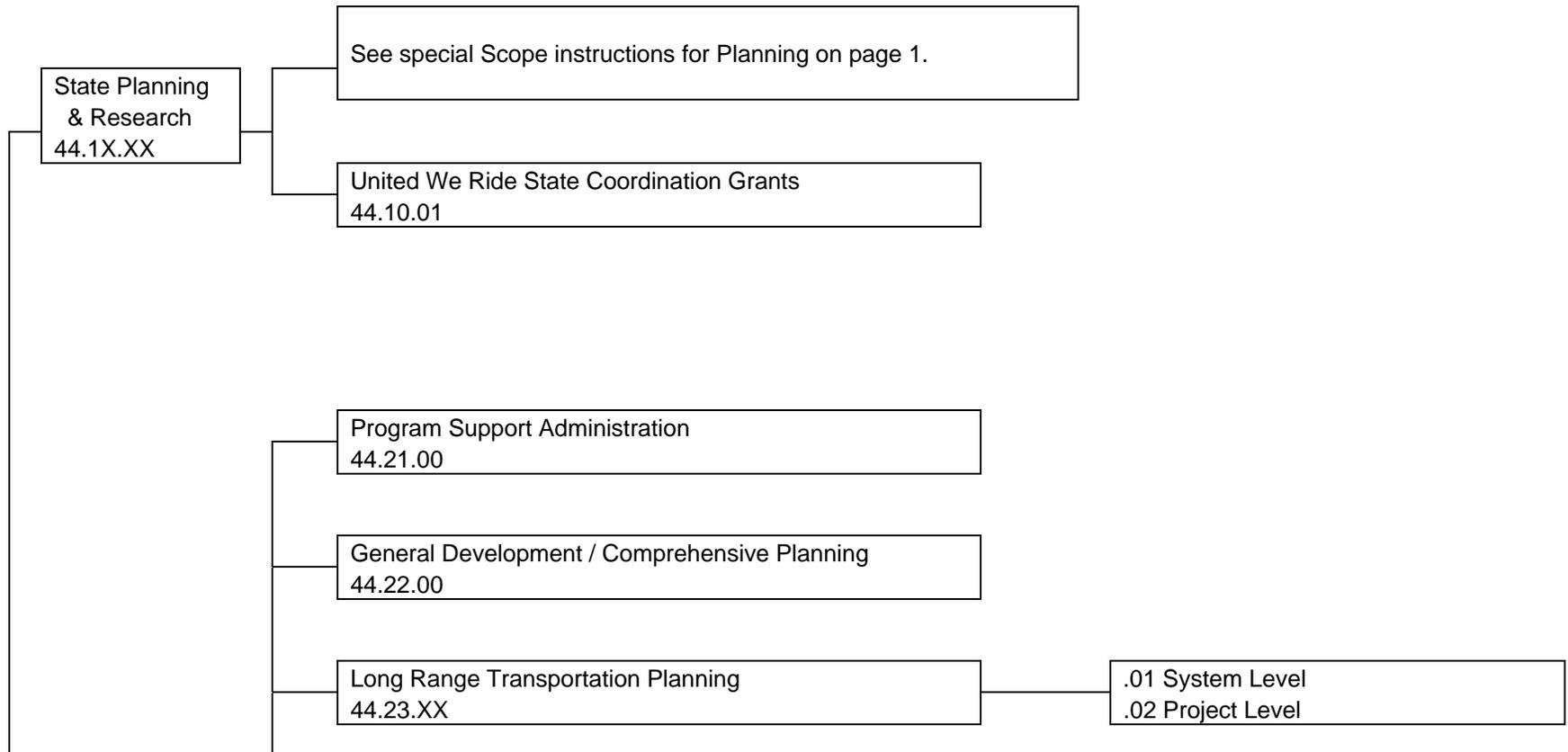


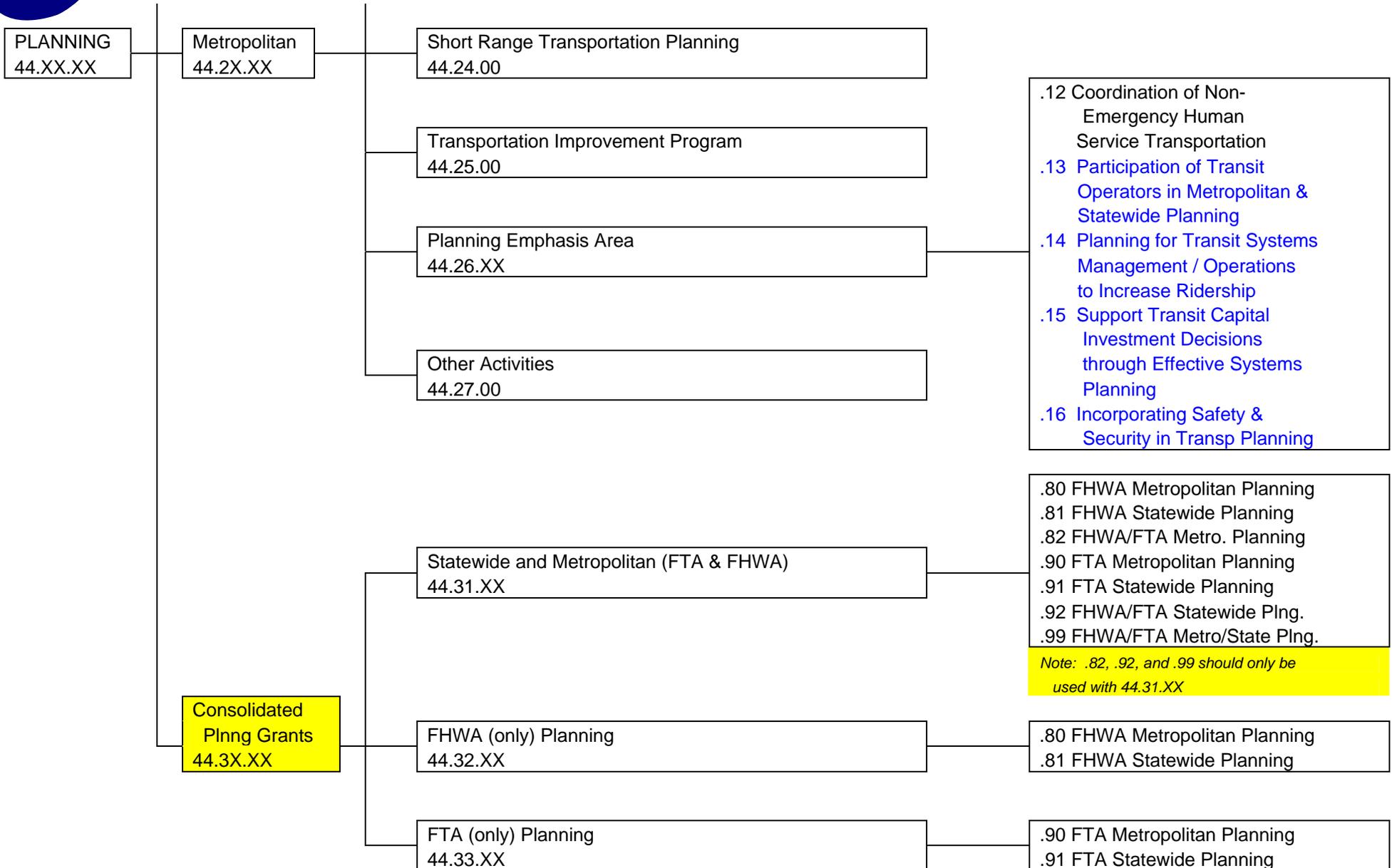
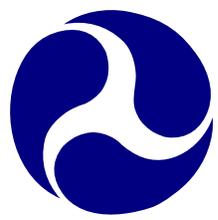
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR OPERATING EXPENDITURES





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

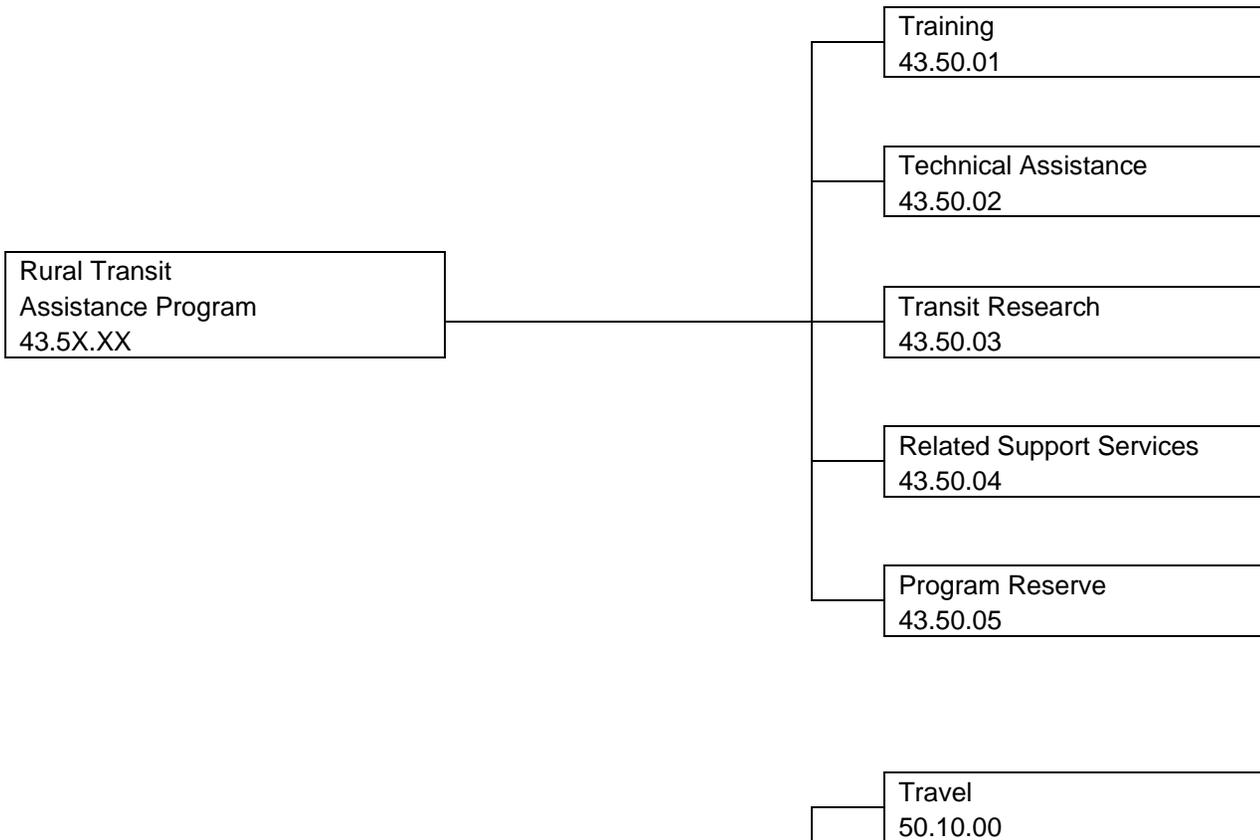




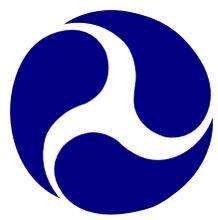
Note: .82, .92, and .99 should only be used with 44.31.XX



TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR RTAP AND MANAGEMENT TRAINING



Use only for 5311 RTAP



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

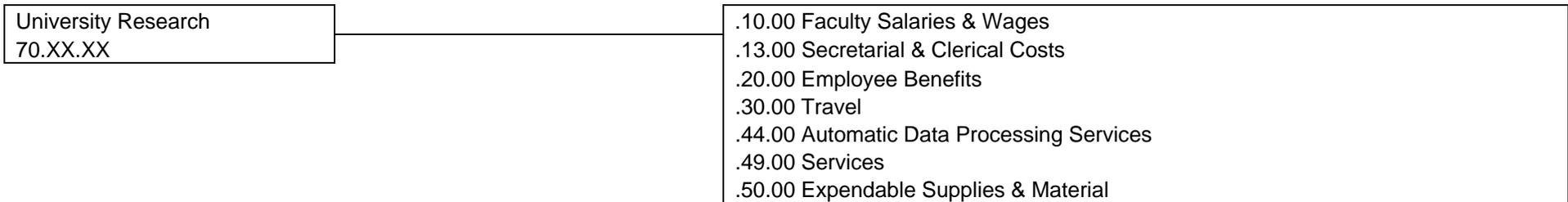
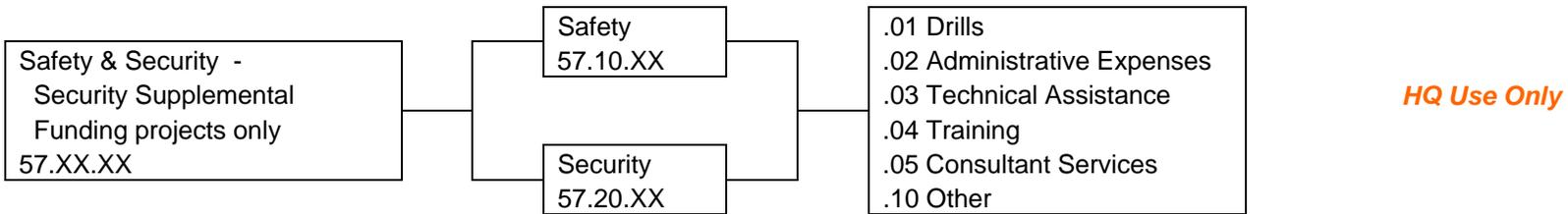
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT
ACTIVITY LINE ITEM CODE CHART
FOR RESEARCH AND OTHER EXPENDITURES

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





- .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



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

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