



U.S. Department of Transportation Federal Transit Administration

FTA TeamWeb

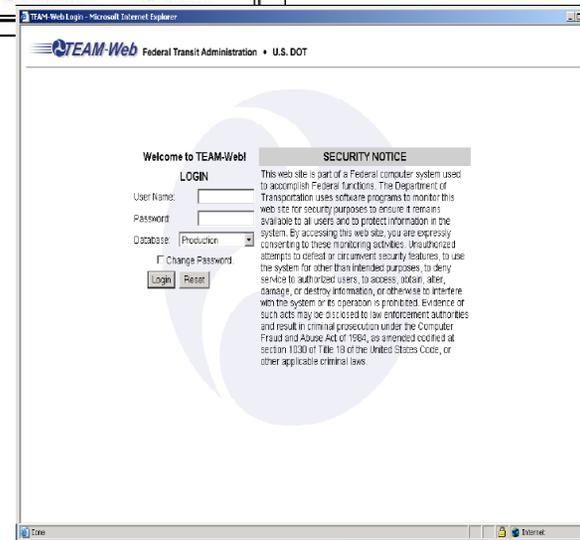
FTA Region IV 2008 Conference





TeamWeb at a glance

- **What is TeamWeb**
 - Transportation Electronic Award and Management System
- **How do I get to TeamWeb???**
 - <http://ftateamweb.fta.dot.gov/>





TeamWeb Access

Transportation Electronic Award Management System (TEAM) Grantee / Recipient User Access Request			
Check Applicable Box:		New User With Pin <input type="checkbox"/>	Modify User <input type="checkbox"/>
		New User Without Pin <input type="checkbox"/>	Delete User <input type="checkbox"/>
		Username <input type="text"/>	
Warning: The information contained in this form is protected under Public Law 93-579, Privacy Act.			
USER INFORMATION			
First Name* <input type="text"/>		Gender M / F (Optional) <input type="text"/>	
M/I <input type="text"/>		Last Name* <input type="text"/>	
Title <input type="text"/>		Office Phone* <input type="text"/>	
Organization Name* <input type="text"/>		SSN (Last 4 Digits)* <input type="text"/>	
Mailing Address (Street Number, City, State and ZIP Code)* <input type="text"/>		FAX Number <input type="text"/>	
Recipient ID <input type="text"/>		Email Address* <input type="text"/>	
		User's Authorizing Signature (see instructions) <input type="text"/>	
		Printed Name of above <input type="text"/>	
		Date <input type="text"/>	
<small>This information is required to establish or modify your TEAM user account. By completing this form, you expressly attest that information provided is true and complete to the best of your knowledge. Invalid information will be grounds for refusal to establish a new user account or the basis for deletion of an existing TEAM account.</small>			
APPLICATION ACCESS (Check all that apply).			
Recipient Access Type	Recipient PIN Functions	Designated Recipient ID(s) (Indicate Below)	
<input type="checkbox"/> Inquiry Only	<input type="checkbox"/> Submit Application	<input type="text"/>	
<input type="checkbox"/> Modify/Update	<input type="checkbox"/> Execute Awards	<input type="text"/>	
Database	<input type="checkbox"/> Certify as Lawyer	<input type="text"/>	
<input type="checkbox"/> Production	<input type="checkbox"/> Certify as Official	Metropolitan Planning Organization (MPO) ID	
<input type="checkbox"/> Quality Assurance	<input type="checkbox"/> Certify as Both Lawyer and Official	<input type="text"/>	
<input type="checkbox"/> Both Production and QA	<input type="checkbox"/> Provide Supplemental Agreement		
<small>(PIN Functions require Designation of Signature Authority on Organization/Agency Letterhead. See instructions).</small>			
ACKNOWLEDGMENT OF RULES OF CONDUCT FOR SYSTEM USE			
As a TEAM user, I understand that I am personally responsible for the use and misuse of my TEAM login ID and password. I understand that by requesting TEAM access and accepting/using such access that I must comply with the following:			
<ol style="list-style-type: none"> When downloading sensitive information, I will ensure that the information has the same level of protection as FTA applications. I will <u>not</u> permit anyone to use my TEAM access information (i.e. user ID, password or other authentication). My password (or other authentication) will be kept private, not stored in a place that is accessible by anyone other than the myself (i.e. family members, friends, etc.). If stored, the password will not be in text format. I will follow standard password procedures and change my password every ninety (90) days. My passwords will be at least eight (8) alphanumeric characters and contain at least one (1) capital letter and one (1) number. I will report any security problems and anomalies in system performance to the appropriate FTA Office. I will notify the appropriate FTA Office to eliminate my TEAM access in the event of job transfer, termination, or if TEAM access is no longer required. I understand that if I am not using FTA-supplied equipment and FTA suffers a security breach or compromise that is my fault, I may be required to allow access to my equipment by authorized representatives of the Federal Government to determine the causes and to take corrective action(s). 			
I agree to and will comply with all of these conditions and understand that failure to do so will result in permanent removal of my TEAM access, and may result in other disciplinary or legal action. By signing my name in the space below, I hereby acknowledge this agreement, and certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.			
Signature <input type="text"/>		Date <input type="text"/>	Printed Name <input type="text"/>
FTA AUTHORIZATION			
FTA Functional Approve:		FTA Operational Approve:	
Signature of Authorizing FTA Official <input type="text"/>		Signature of Authorizing FTA Official <input type="text"/>	
Date <input type="text"/>		Date <input type="text"/>	
Printed Name <input type="text"/>		Printed Name <input type="text"/>	
Title / Office <input type="text"/>		Title / Office <input type="text"/>	
		Date Processed <input type="text"/>	
		UserID <input type="text"/>	
		PIN <input type="text"/>	
<small>TEAM RECIPIENT User Access Request Form Revised 03/25/2008</small>			





TeamWeb User's Guide

TEAM-Web (PRODUCTION Database) - Microsoft Internet Explorer

- Main Menu - (Home)
- Recipients
- Applications
- Review and Approval
- Execution
- Project Management
- Funds Control
- Funding Adjustments
- TEAM Administration
- Dynamic Query
- Charter Registration
- TEAM Documentation
 - Help Desk Information
- Exit

TEAM USER DOCUMENTATION AND REFERENCE

- [TEAM User Access Forms and Instructions - pdf](#)
- [TEAM Vendor Id Number Request Form](#)
- [2000 Census Information](#)
- [System Maintenance Notice Archive](#)
- [Release Notice Archive](#)
- [General Information Archive](#)

-  [Shortcut to - Dynamic Query by State](#) - This graphical 3D map allows users to interactively query the TEAM-Web database by selecting a state.
-  [TEAM-Web News](#) - Current TEAM-Web News
-  [User's Guide](#) - The TEAM-Web User's Guide provides detailed information on how to access and use the Federal Transit Administration's online TEAM-Web system
-  [TEAM-Web Distance Training](#)
-  [Regional Contacts](#) - Names and phone numbers of all regional TEAM contacts.
-  [Best Practices](#)





TeamWeb Basics

TEAM-Web (Quality Assurance Database) - Microsoft Internet Explorer

View / Modify Recipient (THIS VENDOR TO BE SELECTED BY COMPETITIVE BID) - Microsoft Internet...

Recipient Query Results

ID	Recipient	CITY
728	THIS VENDOR TO BE SELECTED BY COMPETITIVE BID	CITY
1000	ALABAMA DEPARTMENT OF TRANSPORTATION	MON
1001	FLORIDA DEPARTMENT OF TRANSPORTATION	TALL
1002	GEORGIA DEPT. OF TRANSPORTATION - OFFICE OF INTERMODAL PROGRAMS	ATL.
1003	KENTUCKY TRANSPORTATION CABINET	FRA
1005	NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	RAL
1006	SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION	COL
1007	TENNESSEE DEPARTMENT OF TRANSPORTATION	NAS
1009	MISSISSIPPI DEPARTMENT OF TRANSPORTATION	JAC
1011	CITY OF COLUMBIA	COL
1016	CITY OF GADSDEN	GAD
1019	CITY OF MONTGOMERY -Montgomery	MON

View / Modify Recipient

Organization: 728 THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Acronym: TO BE SELECTED NTDB Code: 0

Street: STREET ADDRESS FY Start: January

City/State/Zip: CITY NAME ST 20590 0 Assistance: Yes No

Phone Number: 0000000000 x00000 Designated Recipient: Yes No

Fax Number: 0000000000 MPO: 0

Internet Addr.: Cost Center: 62000 Type: Private Contractor

Geog. Location: Last Updated: 12/17/2003 State DOT: Yes No

Active: Yes No DST Type: For Profit Organization

DBE: Yes No DUNS Number:

Recipient Details

Recipient ID: 728

Recipient Name: THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Address: STREET ADDRESS

City/State/Zip: CITY NAME ST 20590 0

Phone: 000-000-0000 Ext: 00000 Fax: 000-000-0000

Internet Address:





TeamWeb Basics (Continued)

View / Modify Recipient (THIS VENDOR TO BE SELECTED BY COMPETITIVE BID) - Microsoft Internet...

View / Modify Recipient

General | Contact Persons | Cert's & Assurances | Codes | Payment Codes | Civil Rights

Organization: 728 THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Cat	Description	Applicable	N/A	Cert Date	Text
01	REQUIRED OF EACH APPLICANT	<input type="checkbox"/>	<input type="checkbox"/>		
02	LOBBYING	<input type="checkbox"/>	<input type="checkbox"/>		
03	PRIVATE MASS TRANSPORTATION COMPANIES	<input type="checkbox"/>	<input type="checkbox"/>		
04	PUBLIC HEARING	<input type="checkbox"/>	<input type="checkbox"/>		
05	ACQUISITION OF POLLING STOCK	<input type="checkbox"/>	<input type="checkbox"/>		

Affirmation of Certifications and Assurances

FEDERAL FY 2004 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE

AFFIRMATION OF APPLICANT

Name of Applicant: THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Name and Relationship of Authorized Representative:

Official's Name:

Attorney's Name:

PIN:

CERTIFY

Internet





TeamWeb Basics (Continued)

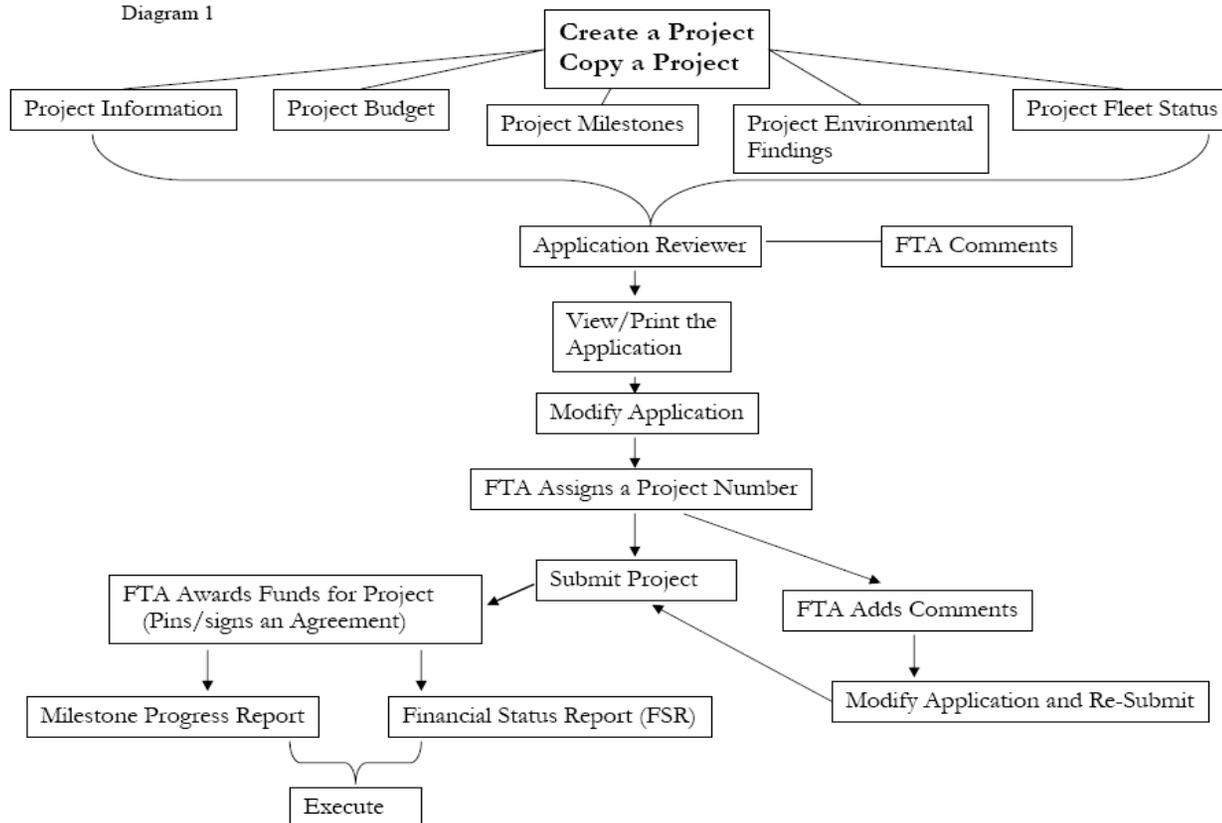
Pre Award



TEAM-Web User Guide

Print Date: 3/10/2008

Diagram 1



Chapter 3 Page: 5





TeamWeb Basics (Continued)

Create New Project [CANCEL] [OK]

New Project Detail | Project Description

Recipient ID: 6696 - COQUILLE TRIBE OF OREGON
COQUILLE TRIBE OF OREGON
PO BOX 783
3050 TREMONT ST
NORTH BEND, OR 97459 - 0

Enter a requested Project Number (FTA will approve or reassign):
Project Number:
Section of Statute: Not Specified
Brief Description:
Program Date:
Fiscal Year: 2007

Proposed Environmental Classifications:
Class I (EIS): No Yes
Class II (CE): No Yes
Class III (EA): No Yes
Other (4(f),106): No Yes

Create New Project [CANCEL] [OK]

New Project Detail | Project Description

Recipient ID: 6696 - COQUILLE TRIBE OF OREGON
COQUILLE TRIBE OF OREGON
PO BOX 783
3050 TREMONT ST
NORTH BEND, OR 97459 - 0

Project Description





TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/?appIndex=9&amendment_id=232953&contract_id=232953&AllowGN...

Project Information

General | Control Totals | UZA/Cong Dist | Earmarks | Security

Recipient: 1177 ILLINOIS DOT
STATE OF ILLINOIS DEPARTMENT OF TRANSPORTATION

Project: Operating Assistance for SFY 06

Project Type: Grant Award

New/Amendment: New

Amend Reason: Initial Application

Recip. Type: State Agency

Sec of Statute:

Fed Dom Asst#: 20.509 - Formula Grants for Other Than Urbanized Are

FTA Proj Mgr:

Recip Contact:

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: 7/1/2005

Program Page:

Application Type: Paper Elect

Supplemental Agreement: Yes No

Project Description

Done Trusted sites 100%

Making
Changes





TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/appIndex=9&amendment_id=232953&project_id=6&contract_id=232...

BUDGET(-1)

ADD DELETE [Icons]

PROJECT CONTROL TOTALS: 0 \$1,481,833.00 \$1,481,833.00
DIFFERENCE: 0 \$1,481,833.00 \$1,481,833.00

Activity	Activity Line Item Description	Qty	FTA Amount	Total Elig. Cost
119303	CONSTRUCT LANDSCAPING / SCENIC BEA	0	\$0.00	\$0.00

11900 TRANSIT ENHANCEMENTS (BUS) 0 \$0.00 \$0.00

Scope/ALI: 119303

Std. Desc: CONSTRUCT LANDSCAPING / SCENIC

User Desc: CONSTRUCT LANDSCAPING / SCENIC

Fuel: [Dropdown]

Reviewer Messages: [Text Area]

Details: [Text Area]

Done Trusted sites 100%

The Budget



TeamWeb Basics (Continued)

Very Important

VA-90-0032 - Microsoft Internet Explorer

Milestones [ADD] [DELETE] [Print] [Save] [Cancel] [OK]

Scope-ALI	Seq No	Milestone Description	Estimated Comp. Date
111201	1	RFP/IFB OUT FOR BID	
	2	CONTRACT AWARDED	
	3	FIRST BUS DELIVERED	
	4	ALL BUSES DELIVERED	
	5	CONTRACT COMPLETE	
11900	1	RFP/IFB Issued	
	2	Contract Award	
	3	Contract Complete	
11120-111301	1	RFP/IFB OUT FOR BID	
	2	CONTRACT AWARDED	

Line Item: 111201 buy replacement 40-ft bus
 FTA Amount: \$1,400,000.00 Total Eligible Cost: \$1,750,000.00 Quantity: 5

Milestone Detailed Description

Environment Finding - Microsoft Internet Explorer

VA-90-0032

Activity Line Item # EFs

- PRJBUD 1
 - ▶ 111201 1
 - ▶ 11100 0
 - ▶ 111301 0
 - ▶ 11400 0
 - ▶ 114302 0
 - ▶ 11700 0
 - ▶ 117101 0
 - ▶ 11900 0
 - ▶ 119303 0
- OTHER 0

Line Item: 111201 BUY REPLACEMENT 40-FT BUS
 FTA Amount: 1400000 Total Eligible Cost: 1750000 Quantity: 5

Env. Findings Table

#	Classification
1	Class II(c)

Environmental Finding #1 for ALI 111201 (Class II(c))

Select Categorical Exclusion Type

- Type 15: Alteration for elderly & persons w/ disabilities
- Type 16: Program Admin. & Operating Assistance
- Type 17: Purchase of vehicles
- Type 18: Track & railbed maintenance/improvements
- Type 19: Install/Purchase maintenance equipment
- Type 20: Promulgation of rules and regulations

The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.

Environmental Finding Details/Justification

Justification...





TeamWeb Basics (Continued)

VA-90-0032 - Microsoft Internet Explorer

Fleet Status

Fleet Status | Fleet Details

Fleet Type:

- Fixed Route
- Paratransit
- Light Rail
- Commuter Rail
- Heavy Rail
- Waterbourne
- Other

	I. Active Fleet	Before	Change	After
A. Peak Requirement		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Spares		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Total (A+B)		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
D. Spare Ratio (B/A)		<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>
II. Inactive Fleet				
A. Contingency		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Pending Disposal		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Total (A+B)		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
III. Total (I.C and II.C)				
		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Done | Internet





TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/?amendment_id=246787&scopeonly=1&autocal...

Reviewer Findings   

ERROR in Budget:
The budget control totals input on the project information screen are not equal to the sum of all scopes in the detailed budget.
INSTRUCTIONS: Open the Project Information window and revise the control totals to match the sum of all scope activity or open the Budget Details window reconcile the scope data to the control totals..

ERROR in Budget:
Error on Budget Line Item #1: PRJBUD-Project Budget
This budget has no scopes. It must have at least one scope.

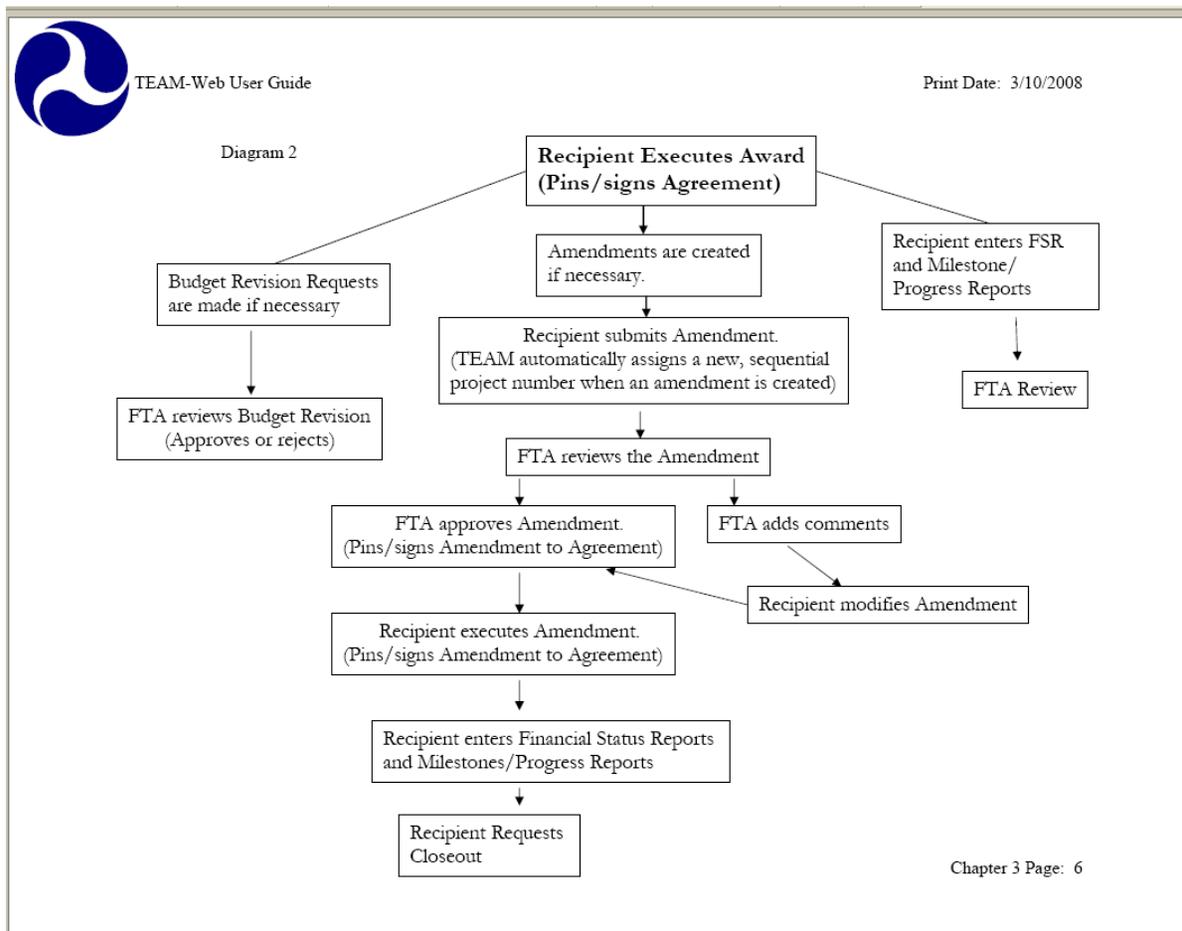
ERROR in Milestones:
The application must have at least one Milestone.
INSTRUCTIONS: Open the Milestones window and add at least one milestone for the application.

ERROR in Environmental Findings:
The application must have at least one Environmental Finding.
INSTRUCTIONS: Open the Environmental Findings window and add at least one finding.





TeamWeb Basics (Continued)



Post Award



TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/?ProjID=VA-90-X332-00&grantee_id=1458&appl...

Execute Award [CANCEL] [OK]

Summary | Award

Award Agreement

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION

**GRANT AGREEMENT
(FTA G-13, October 1, 2006)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official's electronic signature is entered for this Grant Agreement, FTA has Awarded Federal assistance in support of the Project described below. Upon Execution of this Grant Agreement by the Grantee named below, the Grantee affirms this FTA Award, and enters into this Grant Agreement with FTA. The following documents are

Please note that this verification is being recorded under the name of:

Officials Name:

Title: PIN:

Done Trusted sites 100%





Contacts

Jeffery Anoka – FTA Region IV

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Email: jeffery.anoka@dot.gov

FTA TeamWeb Help Desk

Phone: 1-888-443-5305

Email: Team.HelpDesk@dot.gov





Questions???

