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/
### Transportation Electronic Award Management System (TEAM) Grantee / Recipient User Access Request

#### USER INFORMATION:

- **First Name:**
- **Last Name:**
- **Title:**
- **Organization Name:**
- **Street Address:**
- **City:**
- **County:**
- **State:**
- **Zip Code:**
- **Fax Number:**
- **Email Address:**
- **User’s Authorizing Signature:**
- **Printed Name of Above:**
- **Date:**

#### Recipient Access Type

- **Recipient PIN Functions:**
- **Designated Recipient (s) (Indicate Below):**

#### Acknowledgement of Rules of Conduct for System Use

As a TEAM user, I understand and agree to the following:

1. I will not disclose sensitive information.
2. I will not permit anyone to use my TEAM access information.
3. I will not make unauthorized changes or access other user’s data.
4. I will report any security problems and any system performance to the appropriate FTA official.
5. I will not transfer or distribute any TEAM access to another individual.
6. I will use TEAM access responsibly and that TEAM access is not to be used for personal gain.

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 thereof. I accept the responsibility of following the same.

#### Signature:

- **Date:**

#### FTA Authorization

<table>
<thead>
<tr>
<th>FTA Functional Area</th>
<th>FTA Operations Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature of Authorizing FTA Office</strong></td>
<td><strong>Signature of Authorizing FTA Office</strong></td>
</tr>
<tr>
<td><strong>Printed Name</strong></td>
<td><strong>Printed Name</strong></td>
</tr>
<tr>
<td><strong>Title / Office</strong></td>
<td><strong>Title / Office</strong></td>
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<td><strong>Signature</strong></td>
<td><strong>Signature</strong></td>
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<tr>
<td><strong>Date</strong></td>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>

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**Note:** This form is protected under Public Law 93-578, Privacy Act.
TEAM USER DOCUMENTATION AND REFERENCE

TEAM User Access Form and Instructions - pdf
TEAM Vendor ID Number Request Form
2000 Vendor 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.

TEAMWeb 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
TeamWeb Basics (Continued)
TeamWeb Basics (Continued)

Making Changes
TeamWeb Basics (Continued)

The Budget
### TeamWeb Basics (Continued)

#### Very Important

**Milestones**

<table>
<thead>
<tr>
<th>Scope-AL1</th>
<th>Seq No</th>
<th>Milestone Description</th>
<th>Estimated Comp. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>111201</td>
<td>1</td>
<td>RFIEB OUT FOR RFP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>CONTRACT AWARDED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>FIRST BUS DELIVERED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>ALL BUSES DELIVERED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CONTRACT COMPLETE</td>
<td></td>
</tr>
<tr>
<td>11100</td>
<td>1</td>
<td>RFIEB Issued</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Contract Award</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Contract Complete</td>
<td></td>
</tr>
<tr>
<td>11120-111301</td>
<td>1</td>
<td>RFIEB OUT FOR RFP</td>
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<tr>
<td></td>
<td>2</td>
<td>CONTRACT AWARDED</td>
<td></td>
</tr>
</tbody>
</table>

**Line Item:** 111201 buy replacement 40-ft bus

**FTE Amount:** $1,400,000.00

**Total Eligible Cost:** $1,750,000.00

**Quantity:** 5

**Environmental Finding #1 for ALI 111201 (Class II(a))**

- **Type 15:** Alteration for elderly & persons w/disabilities
- **Type 16:** Program, Admin, & Operating Assistance
- **Type 17:** Purchases of vehicles
- **Type 18:** Track & related maintenance improvements
- **Type 19:** Int'l/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 new facilities which themselves are within a CTE.
### Fleet Status

#### Fleet Type:
- **Fixed Route**
- **Paratransit**
- **Light Rail**
- **Commuter Rail**
- **Heavy Rail**
- **Waterborne**
- **Other**

#### I. Active Fleet

<table>
<thead>
<tr>
<th>Description</th>
<th>Before</th>
<th>Change</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Peak Requirement</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B. Spares</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C. Total (A+B)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D. Spare Ratio (B/A)</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

#### II. Inactive Fleet

<table>
<thead>
<tr>
<th>Description</th>
<th>Before</th>
<th>Change</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Contingency</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B. Pending Disposal</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C. Total (A+B)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### III. Total (I.C and II.C)

<table>
<thead>
<tr>
<th>Description</th>
<th>Before</th>
<th>Change</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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: PRJBU5-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.
Post Award
TeamWeb Basics (Continued)

Execute 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) officials 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: Recipient Name
Title: TEST/TRAINING ID
PIN: 

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Contacts

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FTA TeamWeb Help Desk
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Email: Team.HelpDesk@dot.gov
Questions???