

FREQUENTLY ASKED QUESTIONS

FTA's Grants Management System (TEAM) and the Implementation of SAFETEA-LU

1. What changes does SAFETEA-LU make to TEAM, FTA's grants management system?

Several changes have been adopted to support the new programs and processes surrounding SAFETEA-LU. They include updates to reflect new programs, project budget items, identification of Congressionally-designated funds (earmarks, subject to the Congressional appropriations process), financial processing, and contact management, to name a few. Please contact your FTA regional office if you have any specific questions.

To get information about TEAM distance training through the National Transportation Institute (NTI), please see <http://ftateamweb.fta.dot.gov/static/Distance/distance.html>.

Visit the TEAM home page for updates.

2. What is the best way for grantees to provide contact information to FTA to receive communications about programs, news, and events?

It is important that TEAM has accurate contact information for grantees. FTA uses the contact names, addresses, and phone numbers stored in TEAM to create mailings about programs, policies, guidance, news and events. If you would prefer to receive email correspondence in 2006, be sure to provide accurate email addresses.

To obtain a concise listing of the current contact information for your organization in TEAM-WEB, please select from the TEAM Main Menu:

Data Query,

Dynamic Query,

Recipient Contact Information

Once you click "Submit," a spreadsheet will appear that you can review for accuracy.

3. How do I apply for my Congressionally-designated funds (earmarks)?

FTA has implemented an earmark numbering system, which provides for earmark IDs published in the Federal Register alongside each Congressional designation, and is to be used in FY 2006 and beyond to apply for earmarked program funds in TEAM. Funding is subject to the Congressional appropriations process.

Look for your earmark in the 11/30/2005 (FY 2005 and prior) and 2/3/2006 (FY 2006) Federal Register Publication. A link to all FTA Federal Register publications is listed on the FTA web site at: http://www.fta.dot.gov/16287_ENG_HTML.htm.

Earmarks are published by funding program and by state. Next to an earmarked project, you will find an earmark ID. This ID will be used to select your earmark from TEAM. For earmarked project grants, there is now an additional tab in the project information screen, titled "Earmarks". Use this page to select any earmark(s) the grant project will be drawing against. You will need

your earmark ID from the Federal Register, and the amount of the grant that will be applied to the earmark.

4. What is the best way to enter my project budget and schedule into TEAM?

Funds for an FTA program that is in application might have specific eligibility requirements that need to be highlighted in the project budget. It is best to consult FTA funding program requirements and your FTA regional staff directly about the best way to summarize your budget and schedule in TEAM.

The TEAM budget uses codes called SCOPE and ALI. There will be modifications to the codes for 2006, so please refer to the list posted on the TEAM-WEB home page for updates.

Additionally, you may attach an MSWord, .pdf or .txt version of your project schedule and budget at any time to the grant record in TEAM. However, this option does not replace the budget and milestone sections that you must accurately summarize in TEAM.

5. Can I use Grants.Gov to apply for FTA funds?

Currently, FTA is making competitive, discretionary FTA funding programs available to find and apply on Grants.Gov. This includes the Over the Road bus program and certain activities under the research program such as the Statewide coordination grants under United We Ride. TEAM is currently FTA's preferred method to submit applications for earmarks and formula funding.

6. How do I obtain a user account for TEAM?

Contact your regional office to obtain a username and password for TEAM.

7. How do I obtain training for TEAM?

To obtain information on TEAM distance training through NTI, please see <http://ftateamweb.fta.dot.gov/static/Distance/distance.html>.

Contact your regional office to obtain information on other training opportunities offered locally (http://www.fta.dot.gov/about/offices/4978_ENG_HTML.htm).