U.S. Department of Transportation
Federal Transit Administration

FTA TeamWeb
TeamWeb at a glance

- **What is TeamWeb**
  - Transportation Electronic Award and Management System

- **How do I get to TeamWeb???
TeamWeb User’s Guide
TeamWeb Basics
TeamWeb Basics (Continued)
Pre Award
TeamWeb Basics (Continued)
TeamWeb Basics (Continued)

Making Changes
TeamWeb Basics (Continued)

The Budget
TeamWeb Basics (Continued)

Very Important
### TeamWeb Basics (Continued)

#### Fleet Status

<table>
<thead>
<tr>
<th>Fleet Type</th>
<th>I. Active Fleet</th>
<th></th>
<th>Change</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route</td>
<td>A. Peak Requirement</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Paratransit</td>
<td>B. Spares</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Light Rail</td>
<td>C. Total (A+B)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Commuter Rail</td>
<td>D. Spare Ratio (B/A)</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Heavy Rail</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Waterbourne</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

#### II. Inactive Fleet

<p>| | | | | |</p>
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<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>A. Contingency</td>
<td>B. Pending Disposal</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C. Total (A+B)</td>
<td></td>
<td></td>
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</tbody>
</table>

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

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</thead>
</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: 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

Diagram 2:

1. Recipient executes Award (Pins/signs Agreement)
   - Amendments are created if necessary.
   - Recipient submits Amendment (TEAM automatically assigns a new, sequential project number when an amendment is created).
   - FTA reviews Amendment (Approves or rejects)
   - FTA reviews the Amendment
   - FTA approves Amendment (Pins/signs Amendment to Agreement)
   - Recipient executes Amendment (Pins/signs Amendment to Agreement)
   - Recipient enters Financial Status Reports and Milestone/Progress Reports
   - Recipient Requests Closeout

2. Recipient enters FSR and Milestone/Progress Reports
   - FTA Review
   - FTA adds comments
   - Recipient modifies Amendment
TeamWeb Basics (Continued)

A screenshot of the TeamWeb interface showing the 'Execute Award' section. The award agreement text is visible, stating:

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 signed as required by this Grant Agreement.

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

Officials Name: Recipient Trainee
Title: TEST/TRAINING ID

PIN: [Blank]  Execute
TeamWeb Contacts

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