

# FTA FFR/MPR OVERVIEW



# FFR/MPR Overview

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- **Federal Financial Reports**
  - The purpose of the FFR is to provide a current, complete, and accurate financial picture of the Award.
- **Milestone Progress Reports**
  - The MPR is the primary written communication between the recipient and FTA.
  - The information provided in MPR should be as complete as possible, highlighting progress toward project objectives and any potential problem areas.
- **Insurance Proceeds Report**
  - Specific to ER grants
  - Format under development
  - Will be required quarterly along with FFRs and MPRs
  - Separate attachment uploaded in to TrAMS



# FFR/MPR Overview

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- Reports are submitted Quarterly or Annually, depending on the amount of the grant, population/UZA and the nature of the grant's projects.
  - Annual reporting is for grants with less than \$2 million in Federal funds AND which do not involve construction activities.
  - Quarterly reporting is for grants with more than \$2 million in Federal funds OR which involve construction (or both).
  - The due date for Quarterly Reports is the 30<sup>th</sup> of the reporting month (January 30, April 30, July 30, and October 30)
  - The due date for Annual Reports is October 30.



# FFR MPR

## Overview

### **QUARTER 1** Oct|Nov|Dec

Task is issued on January 1<sup>st</sup>

Report is due January 30<sup>th</sup>

### **QUARTER 2** Jan|Feb|March

Task is issued on April 1<sup>st</sup>

Report is due April 30<sup>th</sup>

### **QUARTER 3** April|May|June

Task is issued July 1<sup>st</sup>

Report is due July 30<sup>th</sup>

### **QUARTER 4** July|Aug|Sept

Task is issued October 1<sup>st</sup>

Report is due October 30<sup>th</sup>

## Example

### Quarter 2 Report (Jan, Feb, March)

- Task is issued on April 1
- Report is Due on April 30
- Task remains available until June 30 for approved late submissions or corrections and final FTA review; up until the next task is issued\*

\* provided it is not marked reviewed by FTA

*Applies to quarterly reports, not monthly reporters.*

# FFR/MPR Overview

## Frequency of Reports

- **Quarterly** reports may be returned for corrections and resubmitted, up until the day prior to the next Task is issued (provided it is not marked reviewed by FTA).
- **Annual** reporters must submit on time, there are no extensions for annual reporters (report due October 30th).

\* Once the report is marked reviewed, it may not be returned for further corrections. It must be reconciled in the next report. You cannot correct past reports.

# FFR –FEDERAL FINANCIAL REPORT



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line A (Federal Cash on Hand at Beginning of Period):
  - Will be the same as Line D from the previous period's report.
  - Should always be \$0, except in rare cases. (Example: a draw on the grant one day before the end of the reporting period).
  - If Line A is not \$0, provide an explanation in the comment box.
- Line B (Federal Cash Receipts):
  - Will be the amount of actual Federal funds drawn during the reporting period for eligible expenses (up to the end date of the period). (This will be reflected in the “Current” column).
  - This amount should be reported on a *cash* basis (not on an *accrual* basis).



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line C (Federal Cash Disbursements):
  - Will be the amount of actual Federal funds disbursed by the grantee for eligible grant expenses during the reporting period (up to the end date of the period).
  - The Three-Day Rule means that all funds drawn from the grant (Line B) must be disbursed no later than three business (3) days later. Grantees should not hold onto the cash from ECHO draws.
  - This amount should be reported on a *cash* basis (not on an *accrual* basis).





# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line D (Federal Cash on Hand at End of Period  $[A + B - C]$ ):
  - Should always be \$0, except in rare cases. (Line B should almost always be equal to Line C).
  - If Line D is not \$0, provide an explanation in the comment box explaining why the drawdown was made prematurely or other reason for the excess cash.
- Line E (Total Federal Funds Authorized):
  - This is the total amount of Federal funds in the grant, including amendments.
  - **TrAMS will automatically populate this field.**



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line F (Federal Share of Expenditures):
  - Of the total project costs to date, enter the amount of Federal participation.
  - Expenditures are the total project costs (less any rebates, refunds, or other credits) incurred on the *accrual* basis of accounting.
  - Should not be **less than** Line B (Federal Cash Receipts). Line F should be **greater than or equal to** Line B.
  - Example of expenditures are: (1) the sum of cash disbursements for direct charges for property and services; (2) the amount of indirect expense incurred; (3) the amount of in-kind contributions, and (4) net increase or decrease in Accounts Payable or Accrued Expenses (invoices received but not paid yet).



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line G (Recipient Share of Expenditures):
  - Of the total project costs to date, enter the amount the grantee is paying for.
  - Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions.
  - The ratio of Line F to Line G should be similar to (or, preferably, match) the ratio of Federal to Local match in the grant (example: 80% federal / 20% local).
  - The grantee's share of expenditures should be entered on the *accrual* basis of accounting.
  - On the **final** report, this line should be equal to the Total Recipient Share Required (Line N).



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line H (Total Expenditures [F + G]):
  - Total of all expenditures (total project costs) as of the end of the reporting period.
  - **TrAMS will automatically populate this field.**
- Line I (Federal Share of Unliquidated Obligations):
  - Enter the Federal portion of unliquidated obligations (binding commitments entered into for goods and services **not yet received**) as of the end of the reporting period.
  - On the **final** report, this line should be \$0.
  - The unliquidated obligations should be entered on the *accrual* basis of accounting.



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line J (Recipient Share of Unliquidated Obligations):
  - Enter the recipient share of unliquidated obligations as of the end of the reporting period.
  - The unliquidated obligations should be entered on the *accrual* basis of accounting.
- Line K (Total Unliquidated Obligations [I + J]):
  - Total of binding commitments grantee has entered into for goods and services **not yet received**.
  - **TrAMS will automatically populate this field.**



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line L (Total Federal Share [F + I]):
  - The total FTA is expected to contribute to the Total Project Costs.
  - It equals the sum of the **Federal Share of Expenditures** and the **Federal Share of Unliquidated Obligations**.
  - **TrAMS** will automatically populate this field.
- Line M (Unobligated Balance of Federal Funds [E - L]):
  - Equals the Federal share of the grant that grantee has not dedicated towards a binding commitment.
  - **TrAMS** will automatically populate this field.



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Line N (Total Recipient Share Required):
  - This amount represents the total required recipient (grantee) share for the grant including amendments.
  - The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by FTA.
  - **TrAMS will automatically populate this field.**
- Line O (Remaining Recipient Share to Be Provided  $[N - (G + J)]$ ):
  - **TrAMS will automatically populate this field.**



# FFR –Federal Financial Report

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## Federal Financial Reports Submission – Line By Line

- Lines P through U (Program Income):
  - These lines represent the gross income received by the grantee or subgrantee,
    - directly generated by a grant supported activity,
    - OR earned only as a result of the grant agreement during the grant period.
  - Examples: income from (1) fees for services performed, (2) from the use or rental of real or personal property acquired with grant funds, (3) from the sale of advertising and concessions, and (4) from the sale of commodities or items fabricated under a grant agreement.





# FFR – Federal Financial Report

## FFR – Areas of Special Attention

- The information entered as “Current” must match the “Project Funds Status” or “Award Funds Status” of the grant for the most recent 3-month reporting period.

### Financial Status Log

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	\$0	\$0	\$0
B. Federal Cash Receipts	\$1,912,646	\$28,131	\$1,940,777
C. Federal Cash Disbursements	\$1,912,646	\$28,131	\$1,940,777
D. Federal Cash on Hand at End of Period (A + B - C)	\$0	\$0	\$0

Example: Q2 2018 FFR



# FFR –Federal Financial Report

## FFR – Areas of Special Attention

Award Funding - Transaction View

PO Number	Project Number	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date ↑	Transaction Type	Amount
[REDACTED]	[REDACTED]		65000	2005.47.03.31.1	00	9/21/2010	Disbursement	\$4,636.00
[REDACTED]	[REDACTED]	[REDACTED]	65000	2005.47.03.31.1	00	3/8/2018	Disbursement	\$28,131.00
[REDACTED]	[REDACTED]	[REDACTED]	65000	2005.47.03.31.1	00	5/18/2018	Deobligation	\$1,876.00

Example: Award Funds Status from TrAMS

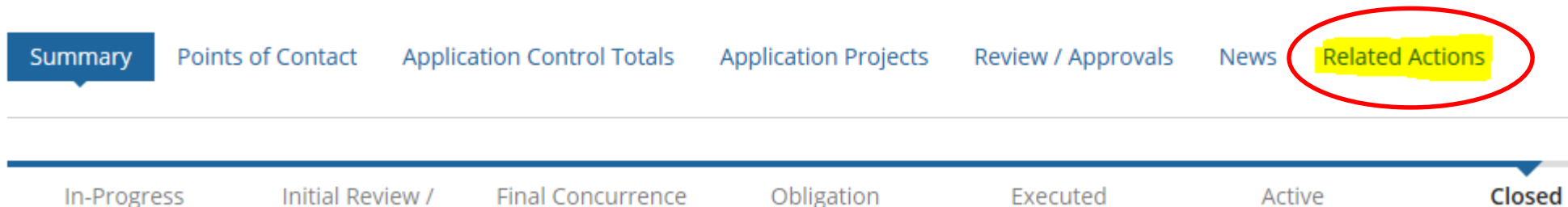
- Disbursements during period January through March 2018 match the amount reported in the “Current” column of the Q2 2018 FFR.



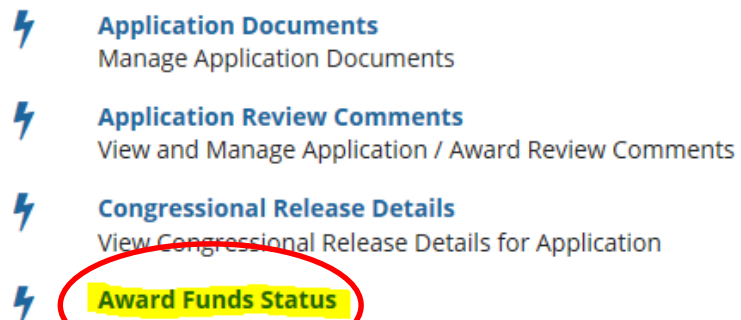
# FFR – Federal Financial Report

## FFR – Areas of Special Attention

- Where can you find the Award Funds Status?
  - Select “Related Actions” from the Grant’s “Summary” screen.



- Then, select “Awards Funds Status” from the list of available Related Actions.



# FFR –Federal Financial Report

## FFR – Areas of Special Attention

- What does FTA focus on from the Project Award Status or Award Funds Status?
  - Project or Award Funding Summary
  - Project Funding – Transaction History or Application Transaction History
    - Transactions from dates within the most recent reporting period.
    - Transaction Date – click and make sure the arrow is pointing down; it will show the order of the disbursements from the most recent date.

Award Funding - Transaction View

PO Number	Project Number	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date ↓	Transaction Type	Amount
██████	██████	██████	65000	2005.47.03.31.1	00	5/18/2018	Deobligation	\$1,876.00
██████	██████	██████	65000	2005.47.03.31.1	00	5/18/2018	Authorized Disbursement	(\$1,876.00)
██████	██████	N/A	65000	2005.47.03.31.1	00	3/8/2018	Disbursement	\$28,131.00
██████	██████		65000	2005.47.03.31.1	00	9/21/2010	Disbursement	\$4,636.00



# FFR – Federal Financial Report

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## FFR – Areas of Special Attention

- Disbursements in the Award Funds Status should match with the Cumulative Federal Cash Receipts in the FFR (minus any Disbursements made **after** the FFR reporting period).

### Award Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
	49 USC 5309 - Bus and Bus Facilities (FY2005 and prior)	\$1,942,653.00	\$1,876.00	\$1,940,777.00	\$0.00	\$0.00

### Financial Status Log

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	\$0	\$0	\$0
B. Federal Cash Receipts	\$1,912,646	\$28,131	\$1,940,777
C. Federal Cash Disbursements	\$1,912,646	\$28,131	\$1,940,777



# MPR – MILESTONE PROGRESS REPORT



# Task Acceptance (1/2)

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- Tasks are generated for all users in the FFR/MPR Reporter Role groups



➔ TrAMS G5526 FFR Reporter

**Complete 2016 Quarter 2 Federal Financial Report for Federal Award ID No. SC-2016-001-00**

33 minutes ago ☆



➔ TrAMS G5526 MPR Reporter

**Complete 2016 Quarter 2 Milestone Progress Report for Federal Award ID No. SC-2016-001-00**

Mar 30, 2016 ☆



➔ TrAMS G5526 FFR Reporter

**Complete 2016 Quarter 2 Federal Financial Report for Federal Award ID No. SC-90-X282-01**

Mar 30, 2016 ☆



➔ TrAMS G5526 MPR Reporter

**Complete 2016 Quarter 2 Milestone Progress Report for Federal Award ID No. SC-90-X282-01**



# Task Acceptance (2/2)

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- Once a specific task is selected, the user must first choose to **“Accept”** the task
- When a task is **“Accepted”** by an individual user, it will no longer be available to any other FFR or MPR Reporter.
- If a task is **“Accepted”** in error, an individual user can return the task to the larger group by selecting **“Close Task”** at the bottom of the page:

You must accept this task before completing it

**Accept** Go Back

### Milestone Progress Report (MPR) | Summary

#### Recipient Details

Recipient ID 5528	Recipient Name Waccamaw Regional Transportation Authority, Inc.
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#### Award Summary

Federal Award ID Number (FAIN) SC-2016-001-00	Award Name Region IV TrAMS Application Test
MPR Reporting Frequency Required Quarterly	Award Status Obligated / Ready for Execution
Preaward Authority Utilized? <input checked="" type="radio"/> Yes, Preaward Authority utilized <input type="radio"/> No, Preaward Authority not utilized	Obligation Date 2/18/2016

#### Milestone Progress Report Summary





# Summary Information (1/2)

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## I. Recipient Details

- From Recipient Section.
- Link available to take user to Recipient Profile.

## 2. Award Summary

- Details about the application.
- Link available to application.

## 3. Milestone Progress Report Summary

- Details on the MPR being filed. These fields are auto-generated.
- The final report section cannot be changed here. When an application is ready for closeout, the workflow will allow the user to complete a final report.

### Milestone Progress Report (MPR) | Summary

#### Recipient Details

Recipient ID  
5528

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Recipient Name  
Waccamaw Regional Transportation Authority, Inc.

#### Award Summary

Federal Award ID Number (FAIN)  
SC-2016-001-00

MPR Reporting Frequency Required  
Quarterly

Preaward Authority Utilized?  
☒ Yes, Preaward Authority utilized  
☐ No, Preaward Authority not utilized

Award Name  
Region IV TrAMS Application Test

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Award Status  
Obligated / Ready for Execution  
Obligation Date  
2/18/2016

#### Milestone Progress Report Summary

Report Type  
Quarterly  
Report Period  
Quarter 2 (Jan - Mar), FY 2016

Report Period Begin Date  
1/1/2016

Report Period End Date  
3/31/2016

Final Report?  
☐ Yes, Final Report  
☒ No, Not Final Report

MPR Report Status  
Work in Progress

Report Due Date  
4/30/2016

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Last Update By  
N/A  
Last Update Date

# Summary Information (2/2)

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## 4. Award Overview/MPR Overview Remarks

- Similar to the “Project Status Overview” section of the MPR from TEAM.
- Provide as much detail as possible, explaining project progress during the reporting period or providing reasons for grant inactivity (Mandatory field)
- This section should provide an overview of the activities taking place in the application.

### Award Overview

#### MPR Overview Remarks

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Provide details about overall progress of this award including all projects within the award

### List of Line Items

<input type="checkbox"/>	Project Number ↓	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input type="checkbox"/>	SC-2016-001-02-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.02	ENG/DESIGN - BUS STATION	3	1
<input type="checkbox"/>	SC-2016-001-02-00	113-00	BUS - STATION/STOPS/TERMINALS	11.33.02	CONSTRUCT - BUS STATION	2	1
<input type="checkbox"/>	SC-2016-001-02-00	117-00	OTHER CAPITAL ITEMS (BUS)	11.76.01	REAL ESTATE ACQUISITION	2	2
<input type="checkbox"/>	SC-2016-001-01-00	111-00	BUS - ROLLING STOCK	11.12.01	BUY REPLACEMENT 40-FT BUS	5	1
<input type="checkbox"/>	SC-2016-001-01-00	111-00	BUS - ROLLING STOCK	11.13.02	BUY 35-FT BUS FOR EXPANSION	5	2

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## 5. List of Line Items



# MPR Data (1/4)

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## 1. Number of Milestones

- Shows the total number of milestones for a particular ALI.

## 2. Number of Pending Milestones

- Shows the number of **out of date milestones** for a particular ALI.
- Out of date milestones** are those that expired prior to the end of the noted reporting period (i.e. before March 31 for Quarter 2).

## 3. Line Item Selection

- Selecting the box next to the ALI will allow you to edit the milestones for the given ALI.

## 4. Line Item Details

- This section is generated when a specific ALI is selected.

List of Line Items							
<input type="checkbox"/>	Project Number	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input checked="" type="checkbox"/>	SC-2016-001-02-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.02	ENG/DESIGN - BUS STATION	3	1
<input checked="" type="checkbox"/>	SC-2016-001-02-00	113-00	BUS - STATION/STOPS/TERMINALS	11.33.02	CONSTRUCT - BUS STATION	2	1
<input type="checkbox"/>	SC-2016-001-02-00	117-00	OTHER CAPITAL ITEMS (BUS)	11.76.01	REAL ESTATE ACQUISITION	2	2
<input type="checkbox"/>	SC-2016-001-01-00	111-00	BUS - ROLLING STOCK	11.12.01	BUY REPLACEMENT 40-FT BUS	5	1
<input type="checkbox"/>	SC-2016-001-01-00	111-00	BUS - ROLLING STOCK	11.13.02	BUY 35-FT BUS FOR EXPANSION	5	2

Line Item Details	
Line Item Number 11.31.02	Line Item Name ENG/DESIGN - BUS STATION
Allocation Type	Activity Type ENGINEERING & DESIGN - BUS STATION STOPS/TERMINALS
Quantity 1	

FTA Funding Information	
FTA Funding Source 49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	
FTA Funding Amount \$8,000	



# MPR Data (2/4)

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## 5. Add New Milestone

- Allows a new milestone to be added to an ALI.

## 6. Zero Out Milestone

- Similar to deleting a milestone, but the history does not go away.
- Will leave a note in the application that the milestone was “zeroed out” on a particular date.

## 7. Milestone Selection

- Selecting the box next to the specific milestone will allow you to make the necessary changes

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Milestones

Add New Milestone

Zero Out

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input checked="" type="checkbox"/>	RFP Issue	3/1/2016			
<input type="checkbox"/>	Contract Complete	4/1/2017			
<input type="checkbox"/>	Contract Award	4/1/2016			

Cancel

Original Milestone Details

Milestone Name

RFP Issue

Original Estimated Completion Date

3/1/2016

Milestone Detailed Description



# MPR Data (3/4)

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## 8. Revised Estimated Completion Date

- Enter if date needs to be revised.

## 9. Actual Completion Date

- Enter if milestone has been completed.

## 10. Milestone Progress Comments

- If a milestone is revised this box **MUST** be completed.
- Must provide an explanation for why the milestone had to be changed.

## 11. Revision #

- Tracks the number of revision to a particular milestone.

The screenshot shows a web form titled "Milestone Progress Information". It contains the following fields and sections:

- Revised Estimated Completion Date:** A text input field with a placeholder "M/d/yyyy". A large red number "8" is positioned to its left.
- Actual Completion Date:** A text input field with a placeholder "M/d/yyyy". A large red number "9" is positioned to its left.
- Revision #:** A text input field containing the number "1". A large red number "11" is positioned to its right.
- Milestone Progress Comments:** A large text area with a placeholder "Enter details about milestone progress (e.g. date changes, etc.)". A large red number "10" is positioned to its left.
- Existing Comments:** A section showing "No Comment for this Milestone".
- Buttons:** At the bottom right, there are three buttons: "Save All Changes" (green), "Continue to Submission" (grey), and "Close Task" (grey).



# MPR Data (4/4)

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## I2. Save All Changes

- Saves changes made in the MPR.

## I3. Continue to Submission

- When completed with updates, this selection will be available to move forward to report submission.

## I4. Close Task

- Closes task and returns it to MPR Reporter role group.

### Milestone Progress Information

Revised Estimated Completion Date	Revision #
<input type="text" value="M/d/yyyy"/>	1
Actual Completion Date	
<input type="text" value="M/d/yyyy"/>	

#### Milestone Progress Comments

Enter details about milestone progress (e.g. date changes, etc.)

**Existing Comments**  
No Comment for this Milestone

Save All Changes

Continue to Submission

Close Task

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Please check if all the required data have been included per C. 5010.1E (pp. III-6~7)



## Revising Milestones (1/2)

- The new Revised Completion Date should **NOT** be after the defined Period of Performance (POP).
  - For new grants awarded **after** 5010.IE March 21, 2017, Revised Milestone Completion Dates should not be set after the grant's End Date, or Period of Performance (POP).
    - ✓ If there is a need to extend an ALI after the POP, then an administrative amendment must be submitted to extend the POP to March 30, two years past the last milestone date. The extended time will allow for resolving any change orders, contract closeouts, and final administrative grant closeout preparations.
  - Grants awarded **before** 5010.IE will have its last milestone date also denote the grant's End Date, or POP.

## Revising Milestones (2/2)

- If revising a Milestone's date to move forward in the future, you **must** look at the subsequent Milestones and provide revised dates if necessary to keep the chronological order of the Milestones and properly reflect the time necessary between Milestones to complete project activities.
- If revising a Milestone's date and it causes the Milestone schedule to get out of order without correcting the subsequent Milestones, the MPR will be returned by the reviewer for correction.



# Submit MPR Screen

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## 1. Recipient Submission Remarks

- Not required.
- Should be included if there is any other information that should be conveyed to FTA in regards to this MPR.

## 2. Submit to FTA

- Submits the MPR to FTA for review.

## 3. Back

- Return to previous screens for edits.

## 4. Save

- Saves Remarks added on this screen, and allows the same user to come back and make further changes.

### Milestone Progress Report (MPR) | Submit MPR

#### Recipient Summary

Recipient ID	9900 <a href="https://facestraining.fta.dot.gov/suite/tempo/records...">https://facestraining.fta.dot.gov/suite/tempo/records...</a>	Recipient DUNS	999999999
Recipient Name	Disneyland Transit Organization	EIN Number	999999999

#### Award Summary

Federal Award ID Number (FAIN)	FL-2016-001-00 <a href="https://facestraining.fta.dot.gov/suite/tempo/records...">https://facestraining.fta.dot.gov/suite/tempo/records...</a>	Award Name	RC - Application for MPR and FFR for user guide purposes only
MPR Reporting Frequency	Quarterly	Award Status	Active (Executed)

#### Milestone Progress Report Summary

Report Type	Quarterly	MPR Status	Work in Progress
Report Period	Quarter 2 (Jan - Mar), FY 2016	Last Updated By	Jullie Anne Disney
Report Due Date	4/30/2016	Last Update Date	2/17/2016

#### Recipient Submission Remarks

Prior Recipient Submission	Remark by: Jullie Anne Disney Remark Date: 2/2/2016 Remark Text: Recipient submission comments are optional
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Submission Remarks

1


Provide any additional comments about the report that would be useful for FTA during the review.

When this report is submitted to the FTA, the submitter and the individuals providing the information submitted to the FTA, if any, certify that it is true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent information may subject them to criminal, civil, or administrative penalties (U.S. Code, Title 18, Section 1001).

2 3 4

# MPR Submitted!

## Milestone Progress Report | Submitted

 Success!

Federal Award ID Number FL-2016-004-01 MPR for 2016 Quarter 2 has been submitted to FTA for review.

Close

**Don't forget to click "Close" button!**



# MPR Questions?

## TrAMS USER GUIDE

### 8.2 Milestone Progress Report (MPR)

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Recipient\\_document.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Recipient_document.pdf)

