



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

Administrator

1200 New Jersey Avenue, SE  
Washington, DC 20590

December 4, 2025

Dear Colleague:

The Federal Transit Administration (FTA) is committed to improving America's communities through public transportation while being good stewards of taxpayer funds and making the most efficient use of scarce resources. I am writing to inform you of a change regarding grant Milestone Progress Report (MPR) and Federal Financial Report (FFR) submissions that aligns with these objectives.

As reflected in FTA's Circular 5010.1F Award Management Requirements, recipients in urbanized areas with populations of at least 200,000 currently must submit MPRs and FFRs on a quarterly basis for any award with greater than \$2 million in funds from FTA. All other awards require MPRs and FFRs to be submitted on an annual basis.

After reviewing our grant portfolio and analyzing market conditions, FTA has decided to permit a greater number of awards to report on an annual basis, by raising the threshold for quarterly reporting requirements to \$6 million, effective October 1, 2025. All grants to recipients in urbanized areas of 200,000 or more in population for \$6 million or less in FTA funds may submit MPRs and FFRs annually rather than quarterly, unless FTA identifies a need for more frequent reporting.

Prior to the first quarter reporting period (January 1, 2026), FTA will modify the reporting cycle in the Transit Award Management System (TrAMS) for active grants with an obligated amount of \$6 million or less to reflect this change.

This policy will significantly reduce the grant reporting burden for many FTA recipients. The policy change is expected to eliminate over 5,500 quarterly reports. As a result, recipients will collectively save over 44,000 staff hours in report preparation.

I also want to remind recipients of the importance of prudent and timely grant management and closeout activities, to include expending funds in accordance with the grant terms and conditions, within the active period of performance.

If you have additional questions on this policy, please contact your FTA Regional Office.

Respectfully,

A handwritten signature in blue ink, appearing to read "M. Molinaro".

Marcus J. Molinaro