



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

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Subject: Grant Reporting Requirements Webinar Follow-Up

Program Area: Grant Management

Date: October 25, 2012

On October 18, 2012, the Federal Transit Administration (FTA) Region 10 Office conducted its first-ever webinar on **TEAM Reporting Instructions** for FTA grant recipients.

This webinar provided detailed instructions on how to complete the required periodic Federal Financial Reports (FFR) and Milestone/Progress Reports (MPR) in FTA's Transportation Electronic Award Management (TEAM) system. Questions-and-Answers (Q&A) opportunities were also provided during the live webinar.

If you were unable to attend the live webinar, the audio and visual recordings of the webinar are now available on the FTA Region 10 website at the following link and the corresponding PowerPoint presentation is attached to this bulletin.

http://www.fta.dot.gov/region10_13668.html

We look forward to receiving your feedback on this webinar. In addition, please send us an email to fta.tro10mail@dot.gov if there is any specific grant development and management topic areas that you would like to see in this webinar format in the future.

For further information, contact Region 10's Amy Changchien at 206-220-4464 or by email at amy.changchien@dot.gov.

Sincerely,

R.F. Krochalis
Regional Administrator

Encl: TEAM Reporting Instructions