



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

REGION X
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Washington

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REGION 10 BULLETIN NO: 2013-37

Subject: Grant Reporting Requirements

Program Area: Grant Management

Date: September 27, 2013

The purpose of this bulletin is to remind Federal Transit Administration (FTA) grantees of the reporting requirements for all active grants using the Transportation Electronic Award Management (TEAM) system.

Per FTA Circular 5010.1D – Grant Management Requirements (http://www.fta.dot.gov/legislation_law/12349_8640.html), Chapter III, Federal Financial Reports (FFRs) and Milestone Progress Report (MPRs) must be submitted within 30 days after the end of the reporting period. The reporting period for each individual grant is determined by:

1. Population of the area where the grantee is located, and
2. The FTA funding programs under which the grant was funded.

A grantee is required to submit a FFR and MPR on a **QUARTERLY** basis if

1. The grantee is located in an area **200,000 or more** in population, or
2. The grant is a Section 5309 grant that includes construction of a facility, regardless of location and population, or
3. The grant is funded under or American Recovery and Reinvestment Act (ARRA).

A grantee is required to submit a FFR and MPR **ANNUALLY** if:

1. The grantee is located in an area **under 200,000** in population, or
2. The grant is a State Administered Program grant, or
3. The grant is a planning grant.

The table below lists the federal fiscal periods and the corresponding report due dates:

Federal Fiscal Period	Reporting Period	Report Due Date
Annual Fiscal Year	October 1 – September 30	October 30
1 st Quarter	October 1 – December 31	January 30
2 nd Quarter	January 1 – March 31	April 30
3 rd Quarter	April 1 – June 30	July 30
4 th Quarter	July 1 – September 30	October 30

IMPORTANT: Please note that, depending on project complexity, FTA may request more frequent reporting or additional reports if circumstances warrant.

In addition to this bulletin, the FTA Region 10 Office will be hosting a webinar to provide guidance to grantees on the “how-to’s” in preparing FFRs and MPRs. This webinar is scheduled for **October 10, 2013, from 10:00 am – 12:00 noon (Pacific Time)**.

The webinar will go over the attached TEAM Grant Reporting Instructions, followed by a questions-and-answers session. The intended audience for this webinar is all Region 10 grantees.

To join the meeting:

<https://connectdot.connectsolutions.com/ftateamngannualgrantreporting/>

For audio access to this webinar, please use the following teleconference information:

Dial-In number: **877-873-8017**

Participant Account Code: **2134901**

If you have never attended an Adobe Connect meeting before:

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Before the webinar, please download the instructions that are attached.

For further information, contact Region 10’s Susan Fletcher at 206-220-7514 or email susan.fletcher@dot.gov

Sincerely,



R.F. R.F. Krochalis
Regional Administrator

Encl: TEAM Reporting Instructions