



U.S. Department
of Transportation

**Federal Transit
Administration**

Administrator

1200 New Jersey Avenue, SE
Washington, DC 20590

OCT 09 2017

Dear Colleague:

The Federal Transit Administration (FTA) works to improve public transportation for America's communities 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 in policy for Milestone Progress Report (MPR) and Federal Financial Report (FFR) submissions that will help us achieve these objectives.

Under FTA's Circular 5010.1E *Award Management Requirements*, recipients in urbanized areas over 200,000 in population are required to submit the MPR and FFR on a quarterly basis. However, the Circular notes that FTA may use a risk-based approach to change the frequency of reporting. After reviewing our grant portfolio, and analyzing the risk, FTA has decided to reduce the reporting frequency for many of these grants.

Specifically, effective October 1, 2017, all grants of \$2 million or less, awarded to recipients located in urbanized areas over 200,000 in population, may be reported on annually rather than quarterly, unless a specific risk is identified for that grant.

Prior to the first quarter reporting period, FTA will modify the reporting cycle in the Transit Award Management System for applicable active grants to reflect this change. Additionally, later this fall, FTA's Regional Offices will reach out to recipients and notify them of the reporting cycle of their grants.

This policy will significantly reduce the grant reporting burden for many FTA recipients while allowing FTA to prioritize reviewing MPRs and FFRs for higher risk grants. The policy change will reduce the number of grants required to submit quarterly by 44 percent and result in the elimination of almost 11,600 quarterly reports. This will save recipients over 90,000 staff hours in report preparation and allow critical staff resources to be put to use on priority items.

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

Sincerely,

A handwritten signature in black ink, appearing to read "K. Jane Williams".

K. Jane Williams
Acting Administrator