



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

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REGION 10 BULLETIN NO: 2016-29

Subject: Quarterly Reporting Due Date Error in TrAMS for Some Grantees

Date: July 8, 2016

The Federal Transit Administration (FTA) recently became aware of a reporting issue in the Transit Award Management System (TrAMS).

The system currently sends tasks to all grantees, and for all grants to submit Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs) on a quarterly basis. TrAMS currently does not differentiate between those grants which may only be required to report annually, and those which must be reported quarterly.

According to the FTA Circular 5010.1D Grant Management Requirements, page III-5, https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C_5010_1D_Grant_Management_Requirements_2012_Page_Changes_8-27-2012.pdf, State Departments of Transportation (DOT) and grantees located in areas with less than 200,000 in population are only required to submit FFRs and MPRs annually. Reporting due dates are summarized in the following table.

Grantee Urbanized Area Size	Report Due Dates
Urbanized areas > 200,000 population	Quarterly (Jan 30, Apr 30, Jul 30, Oct 30)
Urbanized areas < 200,000 population	Annually (Oct 30)
*Exceptions	
Section 5309 Grant Recipients	Quarterly (Jan 30, Apr 30, Jul 30, Oct 30)
State DOTs	Annually (Oct 30)

*If you are a grantee located in a rural area, an urbanized area with population less than 200,000, or are a State DOT, please disregard the quarterly reporting task generated in TrAMS (unless the grant includes the construction of a facility). Annual reports for fiscal year ending September 30, 2016 will be due October 30, 2016.

We are actively working with our TrAMS help desk to resolve this issue, which we anticipate will be resolved by the end of next quarter.

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For further information, contact Region 10's Scot Rastelli at 206-220-7965 or email scot.rastelli@dot.gov.

Sincerely,

for Kenneth A Feldman
Deputy Regional Administrator

