

# NCDOT IMD

## FY22 Reporting Calendar

If due dates are on the weekend reports must be submitted the last working day before the weekend due date.

<b>Activity</b>  CT = Community Transportation	1 <sup>st</sup> Quarter Jul 1 – Sep 30	2 <sup>nd</sup> Quarter Oct 1 – Dec 31	3 <sup>rd</sup> Quarter Jan 1 – Mar 31	4 <sup>th</sup> Quarter Apr 1 – Jun 30
Emergency Contacts for Natural Disaster Communication	07-30-21	If Needed	If Needed	If Needed
Charter	10-15-21	1-15-22	4-15-22	<b>7-15-22</b>
<b>Preferred:</b> Monthly Claims (w/DBE and Progress Reports) – <b>See Claims note below</b>	All claims due by 30th of each month			
Quarterly Claims (w/DBE and Progress Reports) – <b>*Monthly claims preferred</b>	10-30-21	1-30-22	4-30-22	<b>7-31-22</b>
<b>Final Year-End Claim</b>				<b>7-30-22</b>
OpStats (CT and Large Urban)	10-31-21	1-31-22	4-30-22	<b>8-31-22*</b>
Annual Facility Maintenance Checklist (CT Federal and State)				<b>7-15-22*</b>
Transit Asset Management (TAM) Certified Inventory (CT, Tier II Providers)				<b>7-15-22*</b>
Training (CT)	10-15-21	1-15-22	4-15-22	<b>7-15-22</b>
Program Income (CT)	10-15-21	1-15-22	4-15-22	<b>7-15-22</b>
ROAP		1-15-22		<b>7-31-22*</b>
Transportation Demand Management (TDM)	10-15-21	1-15-22	4-15-22	<b>7-15-22</b>
Vehicle Utilization Data (VUD) (CT)	August 2-8, 2021 Due Back Aug. 27th			April 4-10, 2022 Due Back May 6th
DAMIS #1 Survey (Jan - June) (CT)	07-31-21			
DAMIS #2 Survey (Jul - Dec) (CT)		01-31-22		
DAMIS Report (Jan - Dec) (CT)			02-15-22	
<b>Audit Report, Financial Statement, A-133 Single Audit</b>	<b>Audit Reports/Financial Statements:</b> In accordance with 09 NCAC 03M .0205 (c), these reports are due no later than 9 months after the end of the subrecipient’s fiscal year ends, must be uploaded to the EBS drop box entitled “Annual Audit” and the transaction ID # sent to the Regional Grants Specialist for Compliance Recordkeeping.			
Split Letters for FY22 5307 Large UZA			TBD pending FTA apportionment	

5-yr budget - 5307 GA - Small UZA			TBD pending FTA apportionment	
MPO Large UZA Funding Allocation Plan - if changes			TBD pending FTA apportionment	
<b>GRANTS and Funding Release Dates</b>				
Federal Grants Announced	07-12-21			
State Grants Announced	07-12-21			
ROAP Disbursed	<b>TBD pending approved FY22 State budget</b>			
SMAP Disbursed	<b>TBD pending approved FY22 State budget</b>			
Grant Applications Due		10-08-21		
FY23 5303 Draft UPWP Due**			1/28/22	
FY23 5303 Final TAC Approved UPWP**			3/15/22	
FY22 Agreements Released	<b>Pending approval of FTA award and State budget</b>			

### NOTES

#### Reports

**OpStats:** ALL Transit Providers      **ROAP:** ALL Counties

**5310:** Human Service Agencies, CTs, COGs, Non-Profits, For-Profits

**5311:** CTs

**5307:** Small Urban CTs

**Annual OpStats report is due on August 31st to allow time for financial data to be gathered and reported.**

4th Quarter reports marked with an asterisk (\*) are considered annual reports.

**Claims** – System are encouraged to submit claims on a monthly basis but may choose to submit quarterly. Systems must remain with their choice for the fiscal year.

#### Grants

- **Release of all grant funds will be dependent on FTA and State budget approvals.**
- Grant applications cannot be entered in EBS after the grant application deadline without authorization from IMD staff.
- Grant information not submitted by March 31 (including UPWP) results in grant excluded from FTA request.
- \*\* FY23 5303 Draft and Final UPWP plan dates are same as Transportation Planning Division dates.

#### Audit

Each unit of local government and public authority shall have its accounts audited as soon as possible after the close of each fiscal year by a certified public accountant or by an accountant certified by the subrecipient's Governing Board as determined to be credentialed to audit local government accounts.

#### DAMIS Reporting

- **DAMIS #1 & #2** (Surveys) cover the period of January - June and July – December, to ensure enough testing is conducted throughout the year for compliance with Drug and Alcohol standards.
- **DAMIS #3** is the annual report.