Dear Transit Systems,

Beginning with the FFY2021 Quarter 4 Charter Report, due October 15th, 2021, IMD will require all applicable systems to submit your Charter Report through a new process. This process is outlined in the attached document which includes a link to this reporting period. The link will take you to a Smart Sheet Entry Form where you will answer a few basic questions and submit the same form you have used before. A few tips:

- Please make sure the form you use has the correct reporting period selected.
- Please make sure you use the naming convention provided in the attached document or you will be required to resubmit.
- Please make sure your submittal is on time as we must quickly turn all submittals in to the FTA before the end of the month.

Please discuss any questions or concerns with your Regional Grant Specialist.

Thank you!

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Charter Reports Instructions to Transit Systems

Each quarter, transit systems are required to fill out the FTA Charter Exceptions Quarterly Reporting Form. Starting with Federal Fiscal Year 2021 Quarter 4, IMD is collecting the Charter Reports via Smartsheet from the transit systems.

Below are the due dates established for transit systems to provide their individual Charter Reports to NCDOT and dates the Charter Reports are due to the FTA:

FFY Quarter	Transit Report due to NCDOT	Report due to FTA from NCDOT
Q1 (Oct-Dec)	1/15	1/30
Q2 (Jan-Mar)	4/15	4/30
Q3 (Apr-Jun)	7/15	7/30
Q4 (July-Sept)	10/15	10/30

To submit the Charter Report for this reporting period (July-September 2021), please use this Smartsheet link to fill out the form:

Charter Report Submittal Link for FFY 2021 Quarter 4 –
(https://app.smartsheet.com/b/form/59143755c9924725be64e19e64e8225b)

You will receive a new link each quarter approximately 15 days before the deadline.

When completing the form, fill out the following (See screenshot of form on next page):

- Transit System name from the drop-down menu
- Region (Mountains, Western Piedmont, Eastern Piedmont, or Coastal Plains)
- Number of charter trips reported (if none, enter 0)
- Upload the charter report file.
  Important: Before uploading the Charter Report, confirm that the report submitted with the following naming convention: **YYYY_Q#_<Transit System Name>_CharterReport (For example;** for Federal Fiscal Year 2021 Quarter 4 (July – September 2021), use the following naming convention: **2021_Q4_<TransitName>_CharterReport**

To receive a copy of your responses in your email, select the "Send me a copy of my responses" above the submit button and enter your email address. Please contact your Regional Grant Specialists for any questions.

Transit System *

Select your transit system from the list below.

Select ▾

Region *

○ Mountains

○ Western Piedmont

○ Eastern Piedmont

○ Coastal Plains

 # Charter Trips Reported *

Enter the number of charter trips reported on the form submitted. If none, enter 0.

Upload your Charter Report file here. *

Please confirm that the report is for Federal Fiscal Year 2021 Quarter 4 (July-September 2021).
Please name your report file with the following naming convention:
"2021_Q4_<TransitName>_CharterReport"

Drag and drop files here or browse files

☐ Send me a copy of my responses

Submit

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