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To: [Gay, Beth M](#)
Subject: Charter Reports FFY22 Q2
Date: Thursday, March 31, 2022 2:57:27 PM
Attachments: [image001.png](#)
[FFY22 Q2 Charter Reports - Instructions for Transit System Submittal.pdf](#)
[Master Charter Report Form FFY22 Q2.xlsx](#)

Good afternoon,

Attached are instructions for the FFY22-Q2 Charter Report process which includes a link to this reporting period (same link as below). 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 previously used (attached).

Here is a direct link to the submission form: [FFY22 Q2 Charter Report Submission](#)

A few tips:

- Please use the correct reporting period.
- Please use the naming convention provided in the attached document or you will be required to resubmit.
- Please make sure your submission is on time (due on or before 4/15/22).

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

Thank you!

Beth M. Gay

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