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**Subject:** DRAFT FY22 ROAP Monthly Report SmartSheet Tutorial  
**Date:** Tuesday, December 21, 2021 10:45:25 AM  
**Attachments:** [image001.png](#)  
[ROAP Smartsheet Form Tutorial-20211208\\_103029-Meeting Recording \(1\).mp4](#)

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Good morning everyone. Attached to this e-mail is the short (5 minutes) tutorial video for the new monthly ROAP report we tried to show at the end of last week's transit call. This tutorial is to show you the transit agency, how you will go about entering your program information and the attachment(s) needed to submit your monthly ROAP report.

We are still working out the details on the reporting structure for regional transit systems and are nearly finished. Once we have those steps outlined and the systems identified properly as reporting for counties individually or as a whole, we will be finalizing the SmartSheet and getting it out for use. More information will come out before we begin using the SmartSheet for your reporting purposes but for now you can get a look at what is to come in the new year.

I will be in the office today (Tuesday) if you have questions but will be off until January 3<sup>rd</sup> afterwards.

Thanks.  
CF

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