

**From:** [Freitag, Carolyn M](#)  
**To:** [DiGiovanni, Pamela M](#); [McLean, Kenetta M](#); [Farris, Adnaw A](#); [Sumter, Anthony](#); [Clark, Benjamin B](#); [Love, Emily C](#); [Tong, Pierre B](#)  
**Cc:** [Chambers, Blair](#); [Freitag, Carolyn M](#)  
**Subject:** E-mail to Systems Regarding ROAP Report in SmartSheet  
**Date:** Tuesday, July 6, 2021 11:44:46 AM  
**Attachments:** [image001.png](#)

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Good morning. This is a heads-up that I will be sending an e-mail to our transit directors notifying them that the annual ROAP report will be conducted via a SmartSheet survey. Blair and I are working on the survey questions and they will be similar to the make-up of the Excel version of the ROAP report. We will also be including questions regarding transferring funds. The SmartSheet survey will go out later this week and when it is submitted to us it will be saved in a report format and sent to the county Finance Director for signature, certifying the data is correct. Back-up data will also be required as it usually is. To address those counties who may not have had carryover ROAP funds, we will ask for that acknowledgement to finalize the reporting.

When I send out the e-mail I will put the transit system and secondary contact addresses in the "bcc" line to prevent a "reply all" situation bombarding everyone. You will be in the "cc" line.

Once Blair and I have the details finished we will share them with you.

Have a great day.  
CF

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