

Chambers, Blair

From: Gay, Beth M
Sent: Friday, January 6, 2023 3:31 PM
To: Gay, Beth M
Cc: NCDOT - Integrated Mobility Division; White, Julie A (NCDOT)
Subject: FFY2023 Q1 Charter Report Submission

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon, transit partners. We have updated the quarterly charter report submission to streamline the process so that it is much easier and more efficient for everyone. We think you will like the new and improved look. Below is the link for the quarterly submission. This link will remain the same each month, and you can also find it on **Connect NCDOT: *IMD Smart Sheet Links for Transit Systems*** <https://connect.ncdot.gov/business/Transit/Pages/IMD-SmartSheet-Resources.aspx>.

[Charter Report Quarterly Submittal](#)

A few key things to note with the new process:

- You no longer need to complete the Excel form and attach to your submission. All relevant information will be captured in the Smart Sheet survey.
- If you have zero charters, please select “0” and click submit after selecting the appropriate agency/contact/FFY/Q in the drop-down box. Your submission process is complete at this point.
- If you have 1 or more charters, please select the appropriate number of charters you had for this quarter. This will open the other fields that need to be completed based on your response.

Please complete the survey by January 15th. If you have any questions or need any assistance, please feel free to reach out to me via email.

Beth M. Gay
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