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**To:** [Gay, Beth M](#)  
**Subject:** FFY22 Q1 Charter Reports  
**Date:** Wednesday, January 12, 2022 9:49:41 AM  
**Attachments:** [image001.png](#)  
[FFY22 Q1 Charter Reports - Instructions for Transit System Submittal.pdf](#)

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Good morning, Transit Partners. This is a friendly reminder that charter reports are due by January 15<sup>th</sup>. If you have any questions or need help, please let me know.

Attached are instructions for the FFY22-Q1 Charter Report process 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.

Here is a direct link to the submission form:

<https://app.smartsheet.com/b/form/4a725ec2beff413ca86f19436e0d91f5>

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!

*Beth M. Gay*

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