

From: [Gay, Beth M](#)
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Subject: FFY22 Q4 Charter Report Submission
Date: Thursday, September 29, 2022 11:28:27 AM
Attachments: [image001.png](#)
[FFY22 Q4 Charter Reports - Instructions for Transit System Submittal.pdf](#)
[Master Charter Report Form FFY22 Q4.xlsx](#)
Importance: High

Good morning,

Attached are instructions for the FFY22-Q4 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 Q4](#)

A few tips:

- Please use the correct reporting period. (Calendar year 2022; Q4 July-Sept)
- Please use the naming convention provided in the attached document or you will be required to resubmit.
Please be mindful of this as many are still not using the correct naming convention. **2022_Q4 <TransitName> CharterReport**
- Please make sure your submission is on time (due on or before 10/15/22).

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

Thank you!

Beth M. Gay

Compliance Officer

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