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Subject: FY 2021 Annual ROAP Report Data Submission
Date: Friday, July 9, 2021 12:03:00 PM
Attachments: [image001.png](#)
Importance: High

Good afternoon. The FY 2021 Annual ROAP report will be submitted via a SmartSheet survey. The survey link for you to use is below.

The purpose of the 2021 Period 2 ROAP Report Data Submission is to capture trip and spending data from transit systems 2021 ROAP Carryover. Please complete your entry for the performance period of November 1, 2020 – June 30, 2021. Period 2 program amounts should be reported as the amount remaining after Period 1. If you do not know this amount, please request this information from me via email (cmfreitag@ncdot.gov).

For each category of funding, enter the number of ROAP eligible trips and the corresponding expenses. Supporting trip documentation must be attached to the survey to submit it.

Required information is marked with an asterisk.

Note: Systems with no Carryover Funding should still complete the survey to close the reporting requirement.

The data collected from the SmartSheet will be tabulated and analyzed by IMD. Once everything has been verified, your Finance Manager will receive a document with that information on it through Docusign and will need to certify it.

Unspent funds will be invoiced after expenses have been verified by IMD and report certified by the County Finance Director/Manager.

The due date for the reporting is July 31st, 2021.

[2021 Period 2 ROAP Report Data Submission](#)

NOTE: This e-mail contact list includes Large Urban systems and non-transit applicants who do not receive ROAP funding. If this e-mail does not apply to you please disregard. Thank you.

If you have any questions please contact me via e-mail at cmfreitag@ncdot.gov.

Thank you.

Carolyn

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