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Subject: FY2021 Annual ROAP Report Update
Date: Tuesday, July 6, 2021 12:12:17 PM
Attachments: [image001.png](#)

Good afternoon. This e-mail is to advise transit directors that the FY2021 Annual ROAP Report will be submitted via a SmartSheet survey, building on the ROAP carryover funding amount, trips and expenses reported via SmartSheet in December 2020. Blair Chambers and I are finalizing the survey questions in order to send out the survey later this week. The survey questions will incorporate the information requested in previous ROAP reports; i.e., EDTAP funds, trips, expenses, etc. and any transfer of funds. The survey for the annual ROAP report will require the carryover funding and expenses to be broken out by program rather than the lump sum in the previous survey. Please be prepared to provide that information. If you did not report carryover funding in the December 2020 survey, we will ask for that acknowledgement in order to finalize the reporting.

Back-up data from your scheduling software will be required as an attachment for the survey information. Upon receipt of the survey in SmartSheet, a report will be generated and sent to the responsible person for signature certifying the accuracy of the information reported. Please share this with your county Finance Manager and County Manager for their information.

NOTE: This e-mail list may contain urban system or other contacts who do not submit ROAP reports, please disregard this e-mail if it does not pertain to you.

If you have questions, please contact me via e-mail and I will respond to you as soon as possible.

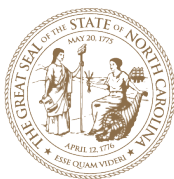
Thank you.
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