

From: [Freitag, Carolyn M](#)
To: [Freitag, Carolyn M](#)
Cc: [Brumfield, Ryan M](#); [DiGiovanni, Pamela M](#); [Spence, Kenetta M](#); [Clark, Benjamin B](#); [Galamb, Anne S](#); [Claybrooks, Brandi L](#); [Freeman, Myra S](#); [Chambers, Blair](#); [Searcy, Sarah E](#)
Subject: Monthly ROAP Report Reminder
Date: Tuesday, March 29, 2022 4:00:04 PM
Attachments: [image001.png](#)

Good afternoon. This e-mail a gentle reminder that ROAP reports are due monthly using the Smartsheet ROAP Reporting form.

Please access the ROAP Report Smartsheet here:

<https://app.smartsheet.com/b/form/f574e95f6e5942958bfba83ab63aacd2>

ROAP Reporting Guidelines:

The monthly ROAP report is due by the 30th of the month following the reporting period.

- This allows systems time to gather trip and expense information and invoices from any providers outside of the transit system.
- A transit system can submit a report prior to the due date if desired.
- Only one report per county/system is to be submitted each month.

The monthly ROAP reporting will:

- Provide IMD real-time data on the use of the ROAP funds;
- Reduce the possibility of a large balance of unspent funds near the end of the fiscal year and;
- Minimize errors which could affect future disbursements.

As we enter the 4th quarter of the fiscal year it is important our funds continue to be used efficiently and effectively to provide as many trips as possible. If you have not submitted a ROAP report or need to catch up with reporting, please submit within the next 10 business days (April 13) or call your Regional Grant Specialist for more assistance.

Reporting Deadlines:

- The due date for the February 2022 report is Wednesday, March 30, 2022.
- All monthly reports through the end of the fiscal year are due on the 30th of the month following the reporting period.
- The due dates have been entered onto the calendar in the Communication hub on the Connect site.

If you have questions regarding the ROAP Smartsheet please e-mail me at cmfreitag@ncdot.gov or your Regional Grant Specialist.

Thank you.

Carolyn M. Freitag
Grants Administrator II
Integrated Mobility Division

919-707-4677

cmfreitag@ncdot.gov

1 S Wilmington Street, Room 526

1550 Mail Service Center

Raleigh, NC 27699-1550



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