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Subject: Monthly ROAP Report SmartSheet
Date: Thursday, February 10, 2022 11:37:20 AM
Attachments: [Revised NCDOT IMD FY22 Calendar 01-06-22.docx](#)
[image001.png](#)

Good morning. This e-mail is to announce the new ROAP Reporting SmartSheet is complete and ready for monthly ROAP reports to be submitted.

Moving ROAP reporting to a monthly basis 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.

The new ROAP SmartSheet reporting will include entry fields for trip and expense data for each program, including sub-allocations of funds; and multiple transfer of funds in or out of a particular program. Back-up supporting data is a continued requirement for each monthly report.

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

- This will allow 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.

Transit systems will be allowed to enter a single catch-up report for the time period of July – December, 2021. If this choice is selected, please use December to report the trip and expense information.

If DHHS CARES Act funds were used for ROAP trips for trips during July, August, and/or September please include a memo indicating no trips or expenses with ROAP funds for that period.

Reporting Deadlines:

- The due date for the July – December 2021 report has been extended to Friday, March 4, 2022.
- The due date for the January 2022 report has been extended to Friday, March 4, 2022.
- 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.

Please access the ROAP Report Smartsheet here:

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

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

Thank you.
Carolyn

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