

NOTE: Reports with due dates that fall on a Saturday or Sunday are due on the Friday before.

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Contact	E-Mail
CT = Community Transportation	Jul 1 – Sep 30	Oct 1 – Dec 30	Jan 1 – Mar 30	Apr 1 – Jun 30		
Emergency Contacts for Natural Disaster Communication	7/30/2022	If Needed	If Needed	If Needed	Blair Chambers	tbchambers@ncdot.gov
Charter - report submitted via SmartSheet	10/15/2022	1/15/2023	4/15/2023	7/15/2023	Beth Gay	bmgay@ncdot.gov
Preferred: Monthly Claims (w/DBE and Progress Reports) – See Claims note below	All claims are due by 30th of the month				Regional Finance Contact	mfreeman1@ncdot.gov
Quarterly Claims (w/DBE and Progress Reports) – *Monthly claims preferred	10/30/2022	1/30/2023	4/30/2023	7/30/2023	Regional Finance Contact	mfreeman1@ncdot.gov
Final Year-End Claim				7/30/2023	Regional Finance Contact	mfreeman1@ncdot.gov
OpStats (CT and Large Urban) <small>*Annual Opstats Reports Due</small>	10/31/2022	1/31/2023	4/30/2023	8/31/2023*	ITRE - Jeremy Scott	jscott@ncsu.edu
Annual Facility Maintenance Checklist (CT Federal and State)				7/15/2023	Chris Dodson	cdodson@ncdot.gov
Transit Asset Management (TAM) Certified Inventory (CT, Tier II Providers)				7/15/2023	ITRE - Jonah Freedman	jfreedman@ncsu.edu
Training (CT) <small>*Final Training Report Due</small>	10/15/2022	1/15/2023	4/15/2023	7/15/2023*	Kevin Edwards	kbedwards2@ncdot.gov
Program Income (CT)	10/15/2022	1/15/2023	4/15/2023	7/15/2023	Myra Freeman	mfreeman1@ncdot.gov
ROAP – *Monthly reports submitted via SmartSheet 45 days after end of month (https://app.smartsheet.com/b/form/ea46d9e0611c406d84b62a9b72b82c78)					Regional Grant Specialist	pmdigiovanni@ncdot.gov
Transportation Demand Management (TDM) (Claim w/Invoices, Report, Scorecard)	10/15/2022	1/15/2023	4/15/2023	7/30/2023	John Vine-Hodge	jvhodge@ncdot.gov
Vehicle Utilization Data (VUD) (CT) <small>*Week 1 VUD Due Back - 08/26/22 Due Back - 05/19/23</small>	08/01-07/22			4/17-23/23	ITRE -Walt Thomas	wthomas@ncsu.edu
Random Drug and Alcohol Testing Log	7/30/2023				Kevin Edwards	kbedwards2@ncdot.gov

DAMIS Report (Jan - Dec) (CT)			2/15/2023		Kevin Edwards	fbedwards2@ncdot.gov
Annal Audit Report, Financial Statement, A-133 Single Audit Audit Reports/Financial Statements: <i>In accordance with 09 NCAC 03M .0205 (c), these reports are due no later than 9 months after the end of the subrecipient's fiscal year ends.</i>	9 months after end of sub-recipients fiscal year				Beth Gay	bmgay@ncdot.gov
Split Letters for FY22 5307 Small UZA *IMD Administrative Role						
MPO Large UZA Funding Allocation Plan - if changes note: for 5303 funding - TBD						

GRANTS and Funding Release Dates

Unified Grant Application (UGA) Call for Projects - April 4 - October 7, 2022. All applications due in EBS by October 7th except for Combined Capital.

FY24 Combined Capital application due in EBS no later than **December 9, 2022**

5303 Application Window Open - TBD