

NCDOT IMD

FY22 Reporting Calendar

If due dates are on the weekend reports must be submitted the last working day before the weekend due date.

| Activity CT = Community Transportation | 1 st Quarter Jul 1 – Sep 30 | 2 nd Quarter Oct 1 – Dec 31 | 3 rd Quarter Jan 1 – Mar 31 | 4 th Quarter Apr 1 – Jun 30 |
|--|---|--|---|--|
| Emergency Contacts for Natural Disaster Communication | 07-30-21 | If Needed | If Needed | If Needed |
| Charter | 10-15-21 | 1-15-22 | 4-15-22 | 7-15-22 |
| Preferred: Monthly Claims (w/DBE and Progress Reports) – See Claims note below | All claims due by 30th of each month | | | |
| Quarterly Claims (w/DBE and Progress Reports) – *Monthly claims preferred | 10-30-21 | 1-30-22 | 4-30-22 | 7-31-22 |
| Final Year-End Claim | | | | 7-30-22 |
| OpStats (CT and Large Urban) | 10-31-21 | 1-31-22 | 4-30-22 | 8-31-22* |
| Annual Facility Maintenance Checklist (CT Federal and State) | | | | 7-15-22* |
| Transit Asset Management (TAM) Certified Inventory (CT, Tier II Providers) | | | | 7-15-22* |
| Training (CT) | 10-15-21 | 1-15-22 | 4-15-22 | 7-15-22 |
| Program Income (CT) | 10-15-21 | 1-15-22 | 4-15-22 | 7-15-22 |
| ROAP – reports submitted monthly via SmartSheet | ROAP reports due no later than 30 th of month following reporting period | | | |
| Transportation Demand Management (TDM) | 10-15-21 | 1-15-22 | 4-15-22 | 7-15-22 |
| Vehicle Utilization Data (VUD) (CT) | August 2-8, 2021 Due Back Aug. 27th | | | April 4-10, 2022 Due Back May 6th |
| DAMIS #1 Survey (Jan - June) (CT) | 07-31-21 | | | |
| DAMIS #2 Survey (Jul - Dec) (CT) | | 01-31-22 | | |
| DAMIS Report (Jan - Dec) (CT) | | | 02-15-22 | |
| Audit Report, Financial Statement, A-133 Single Audit | Audit Reports/Financial Statements: 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, must be uploaded to the EBS drop box entitled “Annual Audit” and the transaction ID # sent to the Regional Grants Specialist for Compliance Recordkeeping. | | | |
| Split Letters for FY22 5307 Large UZA | | | TBD pending FTA apportionment | |

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|--|---|----------|-------------------------------|--|
| 5-yr budget - 5307 GA - Small UZA | | | TBD pending FTA apportionment | |
| MPO Large UZA Funding Allocation Plan - if changes | | | TBD pending FTA apportionment | |
| GRANTS and Funding Release Dates | | | | |
| Federal Grants Announced | 07-12-21 | | | |
| State Grants Announced | 07-12-21 | | | |
| ROAP Disbursed | TBD pending approved FY22 State budget | | | |
| SMAP Disbursed | TBD pending approved FY22 State budget | | | |
| Grant Applications Due | | 10-08-21 | | |
| FY23 5303 Draft UPWP Due** | | | 1/28/22 | |
| FY23 5303 Final TAC Approved UPWP** | | | 3/15/22 | |
| FY22 Agreements Released | Pending approval of FTA award and State budget | | | |

NOTES

Reports

OpStats: ALL Transit Providers **ROAP:** ALL Counties

5310: Human Service Agencies, CTs, COGs, Non-Profits, For-Profits

5311: CTs

5307: Small Urban CTs

Annual OpStats report is due on August 31st to allow time for financial data to be gathered and reported.

4th Quarter reports marked with an asterisk (*) are considered annual reports.

Claims – System are encouraged to submit claims on a monthly basis but may choose to submit quarterly. Systems must remain with their choice for the fiscal year.

Grants

- **Release of all grant funds will be dependent on FTA and State budget approvals.**
- Grant applications cannot be entered in EBS after the grant application deadline without authorization from IMD staff.
- Grant information not submitted by March 31 (including UPWP) results in grant excluded from FTA request.
- ** FY23 5303 Draft and Final UPWP plan dates are same as Transportation Planning Division dates.

Audit

Each unit of local government and public authority shall have its accounts audited as soon as possible after the close of each fiscal year by a certified public accountant or by an accountant certified by the subrecipient's Governing Board as determined to be credentialed to audit local government accounts.

DAMIS Reporting

- **DAMIS #1 & #2** (Surveys) cover the period of January - June and July – December, to ensure enough testing is conducted throughout the year for compliance with Drug and Alcohol standards.
- **DAMIS #3** is the annual report.