

## MDOT/FTA Reporting Matrix

### Due in January

| What's Due                   | Who needs to report?   | Date request sent to Transit Agency | Date Due   | Additional Information  |
|------------------------------|--|-------------------------------------|------------|---|
| Quarterly Milestone Reports  | Recipients of COVID-19 Research Funds for Automated Wheelchair Securement Systems or a Smart Phone App | January 1                           | January 10 | Report of all active projects in PTMS for MDOT's Covid-19 Research Application, agencies include: Charlevoix, Blue Water, Jackson, Saginaw and WAVE |
| Quarterly Charter            | Rural agencies   | January 4                           | January 18 | All charter trips for last quarter. Due to 5311 Program Manager.  |
| Physical equipment inventory | Rural and 5310 agencies  | January 15                          | January 30 | Update PTMS inventory, attach proof with annual application.  |

### Due in February

| What's Due                  | Who needs to report? | Date request sent to Transit Agency | Date Due    | Additional Information  |
|-----------------------------|----------------------|-------------------------------------|-------------|---|
| Annual Application          | All agencies         | October 15                          | February 1  | Annual applications instructions sent in October.   |
| OAR                         | All agencies         | No notice sent                      | February 10 | Submit in PTMS.   |
| Drug and Alcohol MIS report | Rural agencies       | February 4                          | February 26 | Summary of testing for previous year. OPT will send a unique login/password. This report is due online. |

### Due in March

| What's Due             | Who needs to report?        | Date request sent to Transit Agency                     | Date Due | Additional Information  |
|------------------------|-----------------------------|---|----------|---|
| Last Fiscal Year audit | Varies based on fiscal year | 6-month request sent Oct 1<br>30-day request sent Mar 1 | March 31 | Audits for transit agencies with a fiscal year ending September 30th. Two reminders are sent, a 6-month and a 30-day. |

### Due in April

| What's Due                        | Who needs to report?   | Date request sent to Transit Agency | Date Due | Additional Information  |
|-----------------------------------|--|-------------------------------------|----------|---|
| Milestone reports, including SDNT | All agencies   | April 1                             | April 10 | Report of all active projects in PTMS. <b>Not required for urban agencies unless the project is included in an MDOT administered grant.</b>         |
| Quarterly Milestone Reports       | Recipients of COVID-19 Research Funds for Automated Wheelchair Securement Systems or a Smart Phone App | April 1                             | April 10 | Report of all active projects in PTMS for MDOT's Covid-19 Research Application, agencies include: Charlevoix, Blue Water, Jackson, Saginaw and WAVE |
| Quarterly Charter                 | Rural agencies   | April 1                             | April 18 | All charter trips for last quarter. Due to 5311 Program Manager.  |

## MDOT/FTA Reporting Matrix

### Due in May

| What's Due                      | Who needs to report?    | Date request sent to Transit Agency | Date Due | Additional Information   |
|---------------------------------|-------------------------|-------------------------------------|----------|--|
| DBE semi-annual uniform reports | Rural and 5310 agencies | April 15 from Nick Sundberg         | May 1    | DBE awards, commitments and payments, submit in DBE application in MILogin. For questions contact Nick Sundberg, MDOT Office of Business Development. (sundbergn@michigan.gov) |
| OAR                             | All agencies            | No notice sent                      | May 10   | Submit in PTMS.  |
| Flex TrAms grant                | All urban agencies      | No notice sent                      | May 15   | Submit to project managers.  |

### Due in June

| What's Due   | Who needs to report?        | Date request sent to Transit Agency                      | Date Due | Additional Information   |
|--|-----------------------------|--|----------|--|
| Plans and Policies matrix update<br><b>Optional</b>    | Rural and 5310 agencies     | June 1   | June 15  | Update plans and policy matrix and send to PM. Make sure the contact information is accurate.  |
| TrAMS grant - capital projects for current fiscal year | Urban agencies              | Varies   | June 15  | Send to project manager in pending status. Must be consistent with the capital match plan and the S/TIP listing.   |
| Annual application complete                            | All agencies                | Varies   | June 30  | All outstanding corrections to application must be submitted to project manager prior to June 30th and approved. Final approval letter is then sent to agency no later than June 30th. |
| Last Fiscal Year audit                                 | Varies based on fiscal year | 6-month request sent Jan 1<br>30-day request sent June 1 | June 30  | Audits for transit agencies with a fiscal year ending December 31st. Two reminders are sent, a 6-month and a 30-day.   |

## MDOT/FTA Reporting Matrix

### Due in July

| What's Due                  | Who needs to report?   | Date request sent to Transit Agency | Date Due | Additional Information   |
|-----------------------------|--|-------------------------------------|----------|--|
| DBE goal                    | Rural and 5310 agencies  | June 1 from Nick Sundberg           | July 1   | DBE awards, commitments and payments, submit in DBE application in MILogin. For questions contact Nick Sundberg, MDOT Office of Business Development. (sundbergn@michigan.gov) |
| Quarterly Milestone Reports | Recipients of COVID-19 Research Funds for Automated Wheelchair Securement Systems or a Smart Phone App | July 1                              | July 10  | Report of all active projects in PTMS for MDOT's Covid-19 Research Application, agencies include: Charlevoix, Blue Water, Jackson, Saginaw and WAVE.                           |
| Quarterly Charter           | Rural agencies   | July 1                              | July 15  | All charter trips for last quarter. Due to 5311 Program Manager.   |

### Due in August

| What's Due  | Who needs to report? | Date request sent to Transit Agency | Date Due  | Additional Information  |
|---|----------------------|-------------------------------------|-----------|-------------------------|
| OAR   | All agencies         | No notice sent                      | August 10 | Submit in PTMS.         |
| Budget Adjustments/Revisions requests before the year end closing | All agencies         | 7/15- OPT Express notification      | August 15 | Sent to Project Manager |

### Due in September – Get ready for year-end!

| What's Due          | Who needs to report? | Date request sent to Transit Agency | Date Due | Additional Information  |
|---------------------|----------------------|-------------------------------------|----------|-------------------------|
| Awarded TrAMS grant | Urban agencies       | 9/1 OPT Express notification        | 9/15     | Send to Project Manager |

## MDOT/FTA Reporting Matrix

### Due in October

| What's Due                        | Who needs to report?   | Date request sent to Transit Agency | Date Due   | Additional Information   |
|-----------------------------------|--|-------------------------------------|------------|--|
| Year-end payments                 | All agencies   | September 15                        | October 4  | Date provided yearly in OPT year-end letter.   |
| Year-end payables                 | All agencies   | October 1                           | October 6  | Payables submitted to PM, date provided yearly in OPT year-end letter.   |
| Milestone reports, including SDNT | All agencies   | October 1                           | October 10 | Report of all active projects in PTMS. <b>Not required for urban agencies unless the project is included in an MDOT administered grant.</b>          |
| Quarterly Milestone Reports       | Recipients of COVID-19 Research Funds for Automated Wheelchair Securement Systems or a Smart Phone App | October 1                           | October 10 | Report of all active projects in PTMS for MDOT's Covid-19 Research Application, agencies include: Charlevoix, Blue Water, Jackson, Saginaw and WAVE. |
| 5310 Performance Measures         | Primarily 5310 Agencies  | October 1                           | October 15 | All 5310 ridership for past fiscal year. <b>Required for all agencies with 5310 funded vehicles, administered by OPT.</b>                            |
| Quarterly Charter                 | Rural agencies   | October 15                          | October 18 | All charter trips for last quarter. Due to 5311 Program Manager.   |
| Mileage update                    | Rural and 5310 agencies  | October 1                           | October 15 | Update PTMS with current mileage for all vehicles. Notice is sent with annual application instructions. <b>Not required for urban agencies.</b>      |

### Due in November

| What's Due                      | Who needs to report?    | Date request sent to Transit Agency | Date Due    | Additional Information   |
|---------------------------------|-------------------------|-------------------------------------|-------------|--|
| OAR                             | All agencies            | No notice sent                      | November 10 | Submit in PTMS.  |
| OAR - Reconciled report         | All agencies            | No notice sent                      | November 10 | Submit in PTMS.  |
| DBE semi-annual uniform reports | Rural and 5310 agencies | October 15 from Nick Sundberg       | November 15 | DBE awards, commitments and payments, submit in DBE application in MILogin. For questions contact Nick Sundberg, MDOT Office of Business Development. (sundbergn@michigan.gov) |

## MDOT/FTA Reporting Matrix

### Due in December

| What's Due             | Who needs to report?        | Date request sent to Transit Agency                   | Date Due    | Additional Information   |
|------------------------|-----------------------------|---|-------------|--|
| Payments with payables | All agencies                | No notice sent  | December 30 | All payments with payables due to project manager as identified in the 90-day invoice requirement in the master agreement. |
| Last Fiscal Year audit | Varies based on fiscal year | 6-month request sent July 1 30-day request sent Dec 1 | December 31 | Audits for transit agencies with a fiscal year ending June 30th. Two reminders are sent, a 6-month and a 30-day.           |

### Other Reports/Requirements

|   |   |
|---|---|
| <b>Capital Match Plan</b>   | Due from urban agencies 3 weeks after the federal register is published.  |
| <b>Verification Forms</b>   | Due dates vary, for all selected capital projects. Verification form due dates for 5311 and 5310 flex from RTF (STBG), Small Urban, and CMAQ funding for rural agencies typically occurs March through April. |
| <b>Title VI Plan updates</b>  | Every three years. Last update was in 2021.   |
| <b>TAM Plan</b>   | Update every four years. Being updated in 2022.   |
| <b>FTA Compliance Reviews</b>   | Every three years or as determined by the compliance analyst (more frequent reviews may be needed if deficiencies are found).   |
| <b>Maintenance Monitoring</b>   | Every three years or as determined by the compliance analyst (more frequent reviews may be needed if deficiencies are found).   |
| <b>Section 5310 Coordinated Public Transit-Human Services Transportation Plan</b> | Update every 5 years, will be updated in 2022 or 2023.  |
| <b>Vehicle Accessibility Plan (VAP)</b>   | Update every 5 years, next update due December 30, 2022.  |