

MDOT/FTA Required Documents

revised: 3/27/13

Due in January				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
ARRA - 1512/FTA Milestone	Quarterly	Dec-21	Jan-04	Report all obligated nonurban ARRA projects cumulative since February 2009 through Dec 30
ARRA - DBE Report	Quarterly	Dec-21	Jan-04	Report all obligated nonurban ARRA DBE
5310/JARC/NF Milestones	Quarterly	Dec-21	Jan-11	Report of all active 5310, JARC, NF capital
5309 Milestones	Quarterly	Dec-21	Jan-11	Report of all active 5309
5311 Capital Milestones	Quarterly	Dec-21	Jan-11	Report of all active 5311 Capital
5304 - SDNT	Quarterly	Dec-21	Jan-11	Report of all activity for previous quarter and anticipated activity for next quarter
Charter	Quarterly	Jan-04	Due to Cathy Jan-18	Report of all charter trips for last quarter

Special ARRA Reporting

MDOT/FTA Required Documents

Due in February				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
OAR	Quarterly		Feb-10	Submit in PTMS, no official request sent to transit agencies
Annual Application (Regular Service)	Annually	Nov-01	Feb-01	Annual applications instructions sent in November, application for next fiscal year

MDOT/FTA Required Documents

Due in March				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
Annual Application 5310, JARC, NF)	Annually	Nov-01	Mar-01	Annual applications instructions sent in November, application for next fiscal year
Drug and Alcohol MIS Report	Annually	Feb-26	Due online by Mar-10	Summary of testing for previous year
5310 recipients only, audit information	Annually	Jan-15	Due to program mgr March-15	Report all federal funds received to determine if a single audit is required

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Due in April				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
ARRA - 1512/FTA Milestone	Quarterly	Mar-22	Apr-02	All obligated nonurban ARRA projects cumulative since February 2009 through March 30
ARRA - DBE	Quarterly	Mar-22	Apr-02	Report all obligated nonurban ARRA DBE
5310/JARC/NF Milestones	Quarterly	Mar-22	Apr-08	All active 5310, JARC, NF capital
5309 Milestones	Quarterly	Mar-22	Apr-08	All active 5309
5311 Capital Milestones	Quarterly	Mar-22	Apr-08	All active 5311 Capital
5304 - SDNT	Quarterly	Mar-22	Apr-08	Activity for previous quarter and anticipated activity for next quarter
Charter	Quarterly	Apr-01	Due to Cathy April 18	All charter trips for last quarter
JARC/NF	Annually	Apr-01	Due to Marcele April 25	FTA Performance report, date request sent is triggered by FTA so may vary slightly

Special ARRA Reporting

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Due in May				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
OAR	Quarterly		May-10	Submit in PTMS, no official request sent to transit agencies
DBE semi-annual uniform reports	Bi-annually	Apr-15	Due to Jeanne Day-Labo May-15	DBE awards, commitments and payments

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Due in June				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information

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Due in July				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
ARRA - 1512/FTA Milestone	Quarterly	Jun-21	Jul-01	All obligated nonurban ARRA projects cumulative since February 2009 through June 30
ARRA - DBE	Quarterly	Jun-21	Jul-01	Report all obligated nonurban ARRA DBE
5310/JARC/NF Milestones	Quarterly	Jun-21	Jul-08	All active 5310, JARC, NF capital
5309 Milestones	Quarterly	Jun-21	Jul-08	All active 5309
5311 Capital Milestones	Quarterly	Jun-21	Jul-08	All active 5311 Capital
5304 - SDNT	Quarterly	Jun-21	Jul-08	Activity for previous quarter and anticipated activity for next quarter, requires TSS manager approval
Charter	Quarterly	Jul-01	Due to Cathy Jul-18	All charter trips for last quarter
DBE annual goal projections	Annually	Jun-15	Due to Jeanne Day-Labo Jul-15	DBE projected awards, commitments and payments for the next fiscal year

Special ARRA Reporting

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Due in August				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
OAR	Quarterly		Aug-10	Submit in PTMS, no official request sent to transit agencies

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Due in September				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information

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Due in October				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
ARRA - 1512/FTA Milestone	Quarterly	Sep-21	Oct-01	All obligated nonurban ARRA projects cumulative since February 2009 through Sept 30
ARRA - DBE	Quarterly	Sep-21	Oct-01	Report all obligated nonurban ARRA DBE
5310/JARC/NF Milestones	Quarterly	Sep-21	Oct-08	All active 5310, JARC, NF capital
5309 Milestones	Quarterly	Sep-21	Oct-08	All active 5309
5311 Capital Milestones	Quarterly	Sep-21	Oct-08	All active 5311 Capital
5304 - SDNT	Quarterly	Sep-21	Oct-08	Activity for previous quarter and anticipated activity for next quarter
Charter	Quarterly	Oct-15	Due to Cathy Oct -18	All charter trips for last quarter
5310 Perf Measures	Annually	Oct-01	Oct-15	All 5310 ridership for past fiscal year

Special ARRA Reporting

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Due in November				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information
OAR	Quarterly		Nov-10	Submit in PTMS, no official request sent to transit agencies
DBE semi-annual uniform reports	Bi-annually	Oct-15	Due to Jeanne Day-Labo Nov-15	DBE awards, commitments and payments
OAR - Reconciled Report	Annually		Nov-10	Submit in PTMS, no official request sent to transit agencies

MDOT/FTA Required Documents

Due in December				
What's Due	Frequency	Date Request will be sent to Transit Agencies	Due to Project Managers	Additional Information

*If date falls on a weekend it will be sent/due on Friday
 If date falls on a holiday it will be sent/due the day before*

Other Reports/Requirements

Capital Match Plan	due 3 weeks after the federal register is published
Verification Forms	due date determined after capital match plans are approved, for all selected capital projects
Audits	due 6 months after the end of your fiscal year
FTA Compliance Reviews	every three years or as determined by your project manager (more frequent reviews may be needed if deficiencies are found)
Maintenance Monitoring	every three years or as determined by your project manager (more frequent reviews may be needed if deficiencies are found)
Monthly 1589 Employment Report - ARRA	employment information for the month - required for all Ferry Boat Discretionary grants