

Dear Grantees,

Thank you for joining us for the first SMART Program Updates Webinar. We will be aiming to hold these quarterly to provide updates and answer questions. If you have ideas for what we should cover, let me know.

The recording can be found on [here](#) on the SMART website.

The deck presented is attached. Chris Walston and Thy Nguyen are cc'd on this email so you all have their contact information. Jesse Long's contact is: [jesse.long.ctr@dot.gov](mailto:jesse.long.ctr@dot.gov)

Key takeaways from the webinar:

#### Reporting:

- Quarterly milestone progress reports are due through the online form each quarter. A document version of the form can be [found](#) on the website; we recommend you fill it out and keep a copy for your records, then fill out the online form to submit.
- Evaluation plans are currently being reviewed. **You will receive feedback on your last quarterly milestone progress report AND your evaluation plan in the next few weeks.**
- Draft Implementation Reports are due 12 months from the signing of your grant agreement. Guidance for these reports can be found on the website. A webinar (invitation to come) on the Implementation Report will be in April.
- Data Management Plans are currently due and in review. Log in to [dmptool.org](http://dmptool.org) to check the status of your plan. You may have comments that need to be reviewed. If you are making a new DMP, you can use this direct link: <http://tinyurl.com/mw68b3z2>. We are updating the guidance on our website to include the content from the webinar.

#### Promotion and Communication:

- If you would like us to attend an event (a key stakeholder meeting, equipment installation, public engagement, etc), let us know! We'd love to join.
- If you are presenting at a conference about your project, let us know if/how we can support.
- If you are interested in presenting at one of the ITE webinars, reach out to them directly: [brad.freeze@nashville.gov](mailto:brad.freeze@nashville.gov) & [gkrueger@HNTB.com](mailto:gkrueger@HNTB.com)
- You will receive a separate email inviting you to fill out the SMART Communication Form, which we will use to develop project profiles and other content about your projects. Please return this form by **3/22/24**.

**Summit:** Many of you requested additional information help with travel arrangements and justifications. A full agenda will be shared as soon as it is available, but these details should assist:

- The **summit is on July 10-11<sup>th</sup> in Cambridge, MA**. 4 people may attend per grant.
- To assist with planning, **programming at the summit will begin at 9amET on 7/10, and conclude at 3pmET on 7/11**. There will be an opportunity for grantee networking and open discussion with SMART staff and SMEs from 3-4pm on 7/11 (there will also be other similar opportunities throughout the summit).
- Sessions/topics will include: SMART Program and USDOT priorities and updates; grantee best practices and lessons learned thus far; interaction with cluster members, SMEs, and new grantees in each technical cluster; learnings and resources in project delivery, technical assistance, Federal requirements and grants management, project communication and promotion, and other relevant topics. Attendees will include USDOT representatives, SMART program SMEs, and representatives of FY22 and FY23 grantees.
- You will receive a separate 'official invitation' email with the link to register within a few weeks. Per Section F, Part 3, vi of your grant agreements, the summit is considered a 'knowledge transfer activity' and can be funded out of grant funds, provided it was included in your project budget. If it was not, you may request a budget modification with new justification through your grants manager (Chris or Thy).

Don't hesitate to reach out if you have questions or we can support. We understand that some of us are new to you, and we look forward to getting to know each of your teams and projects.

Best,  
Madeline

**Madeline Zhu (she/her)**

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<https://www.transportation.gov/grants/SMART>