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From: Zhu, Madeline (OST)
Sent: Friday, August 23, 2024 7:41 AM
Subject: SMART Program Update: August

Dear SMART Grantees,

It's been a summer packed with SMART Program milestones – the Summit, the closure of our final Stage 1 NOFO, and the inaugural Stage 2. We are deep in evaluation for both NOFOs, along with reading many of your Draft Implementation Reports, and it's been great to see the exciting program updates from many of you.

This is the August update email - You can find all past update emails on the [SMART website](#), and I will archive each of these there as well.

KEY DEADLINES FOR GRANTEES

FY22 Grantees: [Draft Implementation Reports](#) are due twelve (12) months from grant start date. Thank you to those of you who submitted in July and August. The next due date for some recipients is September 1st. As that is a weekend, DIRs will be accepted up to September 3rd.

DIRs should be submitted **as Word Documents** to smartreports@dot.gov. Guidance for the Implementation Report (and the draft) can be found on the [SMART website](#).

FY23 Grantees: Whether you've already completed your Grant Agreement, or it's still in progress, it's time to start getting ready for your first round of SMART reporting requirements.

- For those of you with executed grant agreements, the first milestone progress report, and your first federal financial report, are [due Oct 30th, 2024](#). If your grant agreement is not executed by Oct 1st, you do not need to submit these reports. These first reports will be very brief, but are a good opportunity for you to confirm you are familiar with the online form (milestone report) and the FFR form. You can find a [template](#) for the milestone progress report on the SMART website, but you **must still submit the online form**.
- **For all grantees**, the Data Management Plan, and the Evaluation Plan will all be [due Dec 15th, 2024](#), regardless of when your grant agreement is executed.

RESOURCES

We have added a new [SMART Budget Justification Template](#) to our website. Whether you are developing your budget justification for your initial grant agreement, or seeking a modification, this template will assist you in collecting the needed documentation.

Did you attend the SMART Grant Summit last month? Please [share your feedback](#).

EVENTS

FY23 Grantees: We will be holding a [webinar](#) to review the Data Management Plan and Evaluation Plan guidance in detail on **October 10th at 9PT / 12ET**. The webinar will be recorded and posted on the SMART website for your reference as you prepare your DMP and EP, which are both due on Dec 15th.

SMART TEAM

The SMART Grant Program is delighted to welcome Alfreda Johnson and Raine Pike to the team! Alfreda and Raine have joined to round out our Grants Management Team. They both bring decades of experience as municipal and institutional grant recipients and managers, and are looking forward to supporting all of you. You will hear more from them in the near future, but please continue to send any questions you may have to myself and Thy.

Wishing everyone a happy Labor Day Holiday,

Madeline

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