

## Zhu, Madeline (OST)

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**From:** Zhu, Madeline (OST)  
**Sent:** Wednesday, September 25, 2024 12:03 PM  
**Subject:** SMART Program Update: September

Dear SMART Grantees,

I hope you are all enjoying your falls. On the SMART team, we are deep in the evaluation process for the FY24 Stage 1, and Stage 2, applications, along with reading many of your Draft Implementation Reports. It's been great to see the exciting program updates from many of you.

This is the September 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

**FY22 Grantees:** Thank you to everyone who submitted your Draft Implementation Reports. You will start to receive your feedback in a few weeks; if you have applied to Stage 2, your feedback will be released on a later date.

If you have not, **all DIRs were due twelve (12) months from grant start date**. DIRs should be submitted **as Word Documents** to [smartreports@dot.gov](mailto:smartreports@dot.gov). Guidance for the Implementation Report (and the draft) can be found on the [SMART website](#).

**FY23 Grantees:** Congratulations on signing your grant agreements! 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 30<sup>th</sup>, 2024**. If your grant agreement is not executed by Oct 1<sup>st</sup>, 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 15<sup>th</sup>, 2024**, regardless of when your grant agreement is executed.

### EVENTS

**FY23 Grantees:** We will be holding a [webinar](#) to review the Data Management Plan and Evaluation Plan guidance in detail on **October 10<sup>th</sup> 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 15<sup>th</sup>.

**Systems Engineering Resources from the FHWA:** We strongly encourage all projects, especially those deploying connected vehicle, smart traffic signals, or sensor technology, to understand and use the Systems Engineering approach as you plan and deploy your projects. This approach, developed and championed by the FHWA, ensures that all ITS projects integrate with the existing ITS architecture in your state and nationwide. There are also many resources available for using this approach, and some state DOTs will even assist local projects with developing and deploying their plans. **We will be hosting a resource webinar with the FHWA in mid-November**. I will send a separate, dedicated invitation soon, but wanted to give everyone a heads up. **Projects in our connected vehicles, smart traffic signals, and sensors clusters are especially encouraged to attend (FY22 and FY23), and to invite your consultants and implementation partners.**

### CONFERENCES

Thank you to everyone who reached out to let us know about the conferences you've been presenting at. We've gotten to meet many of you and celebrate your achievements, and we look forward to continuing doing that.

**Transportation Research Board Annual Meeting 2025:** If you will be attending TRB next year, especially if you are presenting on your SMART grant, please let us know! We would love to support your panel or presentation. Stan and I will be at the OST-R booth each day with open hours to meet and chat, and we are also looking to organize an informal SMART recipient mixer in a dedicated USDOT space.

Best,  
Madeline

**Madeline Zhu (she/her)**

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