**REPORTING REQUIREMENTS AND DUE DATES**

**1. Milestone Progress Performance Report (MPPR)**

* Quarterly, no later than 30 days after the reporting period end date. (Reporting period end dates are 3/31, 6/30, 9/30, and 12/31).
* Link to complete the report:

<https://forms.office.com/pages/responsepage.aspx?id=WyTNxPBElUOhqjhI0lj3i_WilbptwlVPiq7KQbn3D01UOVRLRjVKSzBLR1YwWjQ0MzMwUjRTN1UyUiQlQCN0PWcu>

* While you might not have detailed milestones to include in your first Q-MPPR, it is recommended that you complete the report to the best of your ability. Additional details can be included in the future Q-MPPR’s.

**2. Federal Financial Reports (FFRs)**

* Quarterly, no later than 30 days after the reporting period end date. (Reporting period end dates are 3/31, 6/30, 9/30, and 12/31).
* Use [Standard Form 425](https://www.transportation.gov/grants/smart/smart-federal-financial-reporting-sf-425)
* Submit to:

smartreports@dot.gov

**3. Request for Reimbursement**

* You shall not submit request for reimbursement invoices more frequently than monthly.
* Link to submit:

<https://einvoice.esc.gov/>

* Additional information:

Delphi access must be requested by the person who will be submitting the Invoices.

If there is the need to change the person who has access to Delphi, you must notify the SMART Grant Manager, and provide the information in the exact format below:

*PO NUMBER:*

*Company Name:*

*First and Last Name:*

*Email Address:*

*Agency: OST*

You must include the SF270 for Non-construction or SF271 for Construction with your reimbursement invoices to identify the Federal share and the recipient’s share of costs, together with supporting cost detail to clearly document all costs incurred.

If a request for reimbursement does not include or is not supported by sufficient details, the USDOT may deny the request or withhold processing the request until you provide sufficient detail.

If you have any issues with Delphi, or need additional assistance, contact Delphi customer service at 1-866-641-3500, option 4, then option 3.

**4. Evaluation Plan**

* 90 days from the Period of Performance start date.
* Submit to:

smartreports@dot.gov

* Link to specific guidance on the completing the plan:

<https://www.transportation.gov/sites/dot.gov/files/2023-10/SMART_Grant_Recipient_Guidance_Eval_Plan_Oct23.pdf>

* If you are unable to submit the report by the deadline, you must notify the SMART Grant manager and request approval for an extension. You must identify the new date by which the Plan would be submitted.

**5. Data Management Plan**

* 90 days from the Period of Performance start date.
* Submit to the online portal @ <https://dmptool.org/>
* Link to specific guidance on the completing the plan:

[Grant\_Recipient\_Guidance\_DMP\_508.pdf (transportation.gov)](https://www.transportation.gov/sites/dot.gov/files/2023-12/Grant_Recipient_Guidance_DMP_508.pdf)

* If you are unable to submit the report by the deadline, you must notify the SMART Grant manager and request approval for an extension. You must identify the new date by which the Plan would be submitted.

**6. Implementation Report**

* A draft version is due no later than 1 year from the Period of Performance start date.
* Submit to:

smartreports@dot.gov

* Link to specific instructions:

[SMART Grant Recipient Guidance for the Implementation Report | US Department of Transportation](https://www.transportation.gov/grants/smart/smart-grant-recipient-guidance-implementation-report-0)