REPORTING REQUIREMENTS AND DUE DATES

Version Date: May 09, 2025

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 (SF-425s)

- 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).
- Final, no later than 120 days from award expiration date.
- 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. Those new to Delphi and/or DOT, must notify your SMART Grant Manager, and provide the information in the exact format below:

  PO NUMBER (your award number):
  Company Name:
  First and Last Name:
  Email Address:
  Agency: OST

  If your organization has an existing Delphi account for other DOT awards, contact Delphi directly to add your new SMART award to your account. When asked, the agency is OST. If there is the need to change the person who has access to Delphi or to add an additional user, notify your SMART Grant Manager with the above listed information.

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

You must include the SF-270 for Non-construction or SF-271 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.

4. Evaluation Plan

- 90 days from the Period of Performance start date.
- Submit to: smartreports@dot.gov
- Specific guidance for this plan will be made available on the SMART website. Links will be shared when available.
- 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/
- Specific guidance for this plan will be made available on the SMART website. Links will be shared when available.
- 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

- An Implementation Report will be due annually for each year (every 12 months) of the Period of Performance. Each one will replace the final quarterly milestone report for that year.
- The FINAL report shall be submitted no later than 120 days from the Period of performance end date.
- Submit to: smartreports@dot.gov
- Specific guidance for this plan will be made available on the SMART website. Links will be shared when available.