

## Calendar

### State Fiscal Year (July 1 – June 30)

#### July

- 1 Fiscal Year Begins
- 1 Record Odometer Readings for each transit vehicle prior to start of service (Unless recorded after end of service on June 30)
- 1 Contingency Fleet Plans due, if applicable
- Within 90 Days of Contract Start** Copy of Transit Service Contracts due
- 25 Regional/Small Urban System Quarterly Charter Report due
- 30 4<sup>th</sup> Quarter Fuel Tax Report due
- 30 Large Urban System Quarterly Charter Report due *to FTA*
- 30 Large Urban Quarterly TrAMS Reports (if in TMA) due *to FTA*

#### August

- 1 Large Urban System DBE (Next FFY) Goals due *to FTA*
- 15 4<sup>th</sup> Quarter Statistical Report or Year End Statistical Report due
- 15 Year End Odometer Report due

#### September

#### October

- 1 Intercity Bus Applications due
- 1 ICAAP Applications due *to Systems Planning Bureau*
- 1 STA Special Project applications due
- 25 Regional/Small Urban System Quarterly Charter Report due
- 30 1<sup>st</sup> Quarter Fuel Tax Report due
- 30 Regional/Small Urban System DBE (April-September) Semi-Annual Reports due
- 30 Large Urban System Quarterly Charter Report due *to FTA*
- 30 Large Urban Quarterly TrAMS Reports (if in TMA) due *to FTA*
- 30 Large Urban Annual TrAMS Reports (if in 50,000-200,000 UZA) due *to FTA*

#### November

- 15 1<sup>st</sup> Quarter Statistical Report due
- 30 Large Urban NTD Reports due *to NTD*

#### December

- 1 Large Urban System DBE (April-September) Semi-Annual Report due *to FTA*

#### January

- 25 Regional/Small Urban System Quarterly Charter Report due
- 30 2<sup>nd</sup> Quarter Fuel Tax Report due
- 30 Large Urban System Quarterly Charter Report due *to FTA*
- 30 Large Urban TrAMS Quarterly Reports (if in TMA) due *to FTA*

#### February

- 1 Draft Passenger Transportation Plans due *to Systems Planning Bureau*
- 15 2<sup>nd</sup> Quarter Statistical Report due
- 15 Regional/Small Urban System MIS Drug & Alcohol Report (Previous Calendar Year) due

#### March

- 15 Large Urban System MIS Drug & Alcohol Report (Previous Calendar Year) due *to FTA*

#### April

- 1 Consolidated Transit Funding Public Hearings due
- 25 Regional/Small Urban System Quarterly Charter Report due
- 30 3<sup>rd</sup> Quarter Fuel Tax Report due
- 30 Regional/Small Urban System DBE (October-March) Semi-Annual Reports due
- 30 Triennially, Regional/Small Urban System DBE Projection Worksheet (for next three Federal Fiscal Years, October 1 – September 30) due
- 30 Large Urban System Quarterly Charter Report due *to FTA*
- 30 Large Urban Quarterly TrAMS Reports (if in TMA) due *to FTA*

**May**

- 1** Consolidated Transit Funding Applications (including Statewide 5339, 5310, 5311, Public Transit Infrastructure Grant, and Amoco Loan) due
- 1** Passenger Transportation Plans due
- 15** 3<sup>rd</sup> Quarter Statistical Report due

**June**

- 1** Large Urban System DBE (October-March) Semi-Annual Report due *to FTA*
- 15** Triennially, State and Large Urban System DBE (Next three FFYs) Goals Published for Comment (45 days before August 1)
- 30** 2 CFR 200 Audit (Previous State Fiscal Year) due
- 30** Record vehicle odometer readings at end of service or prior to start of service on July 1
- 30** End of Fiscal Year

**Miscellaneous**

- February-March** Next Fiscal Year STA and FTA 5310 & 5311 Forecasts announced
- Within 90 Days of Contract Start** Copy of Transit Service Contracts due
- Two (2) Weeks Prior to Training** Application for Training Fellowships due
- Within 60 Days after Training** Fellowship Reimbursement Requests due
- Within 45 Days after Accepting New Vehicles under a Statewide Grant** Posting of Replaced Vehicles on Iowa DOT Classifieds due

\*Please Note: All applications, reports, etc. due to the Iowa DOT Public Transit Team, unless otherwise indicated.