

# KDOT/AGENCY CALENDAR

January - June

	January	February	March	April	May	June
<b>Applications</b>	Peer Review of 5310/5311 Applications (Agency Peer Review Team Members)	Application Review (KDOT)	5310/5311 Award Decisions (KDOT)	Awards Announced (KDOT)	5310/5311 Agreements sent to agencies for signature (KDOT)	
<b>Monthly Reporting</b>	BlackCat Monthly Ridership, Budget*, Vehicle & DBE due Monthly by the 15th (5310 Agencies are only required to submit a budget report once per fiscal year)					
<b>Advertising</b>	5311 Agencies Advertise Service Monthly					
					5311 & 5339 Proof of Advertsing due on the 15th for Nov April	
<b>CTD Meetings</b>	Quarterly CTD Meetings (varies by CTD)					
<b>Fiscal</b>	<ul style="list-style-type: none"> <li>Single Audit (Annually if agency received \$750,000 or more in federal funds (all federal sources.)</li> <li>Program Audit if agency received less than \$750,000 in federal funds (from all sources)</li> <li>Nonprofits complete 990 Form</li> </ul>					
<b>Organizational Meetings</b>			KPTA Transit Day at the Capital (subject to change)	RTAP Steering Committee Meeting		

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NTD						
MIS Drug and Alcohol Reporting	Annual MIS Drug & Alcohol Reporting Kickoff January 1 (KDOT)		MIS D&A Reports due by 3/15 (KDOT)			
	Submit Annual MIS Reports to D&A Vendor (Agencies)					
Title VI Plan						
Driver Training Physicals	<ul style="list-style-type: none"> <li>• Driver Training and Drug &amp; Alcohol Training for safety sensitive positions (every two years)</li> <li>• Driver Physicals due every 2 years</li> </ul>					
Vehicle Inspections	Vehicle Inspections- Annually per vehicle					
Triennial Reviews	Triennial Reviews (Due every 3 years) Agencies on a Rotating Schedule. Will be contacted by Olsson to schedule					