

# KDOT/Agency Calendar

## July - December

	July	August	September	October	November	December
<b>Applications</b>	Current SFY Grant Period Begins July 1			<ul style="list-style-type: none"> <li>Next SFY 5310/5311 Annual Call Opens</li> <li>Publish Public Notice &amp; DBE advertisement 2 weeks prior to submitting application (5310s applying for Operating only are exempt)</li> <li>Obtain Local Match Letters</li> </ul>	Next SFY 5310/5311 Applications & Certs & Assurances Due (Due the Thursday before Thanksgiving)	Application Completeness Review by 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 May - Oct. Submit with Grant Application	
<b>CTD Meetings</b>	Quarterly CTD Meetings (varies by CTD)					
<b>Fiscal</b>	Annually Update SAM registration (date varies by agencies) Make sure SAM registration is up to date by application time in October					
<b>Organizational Meetings</b>		KPTA Annual Meeting (Date varies)		RTAP Steering Committee Meeting		

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NTD	Validate annual NTD data for submittal in Sept.		Agency NTD Reports Due to KDOT (varies, usually earlier Sept)	Agencies provide updated NTD data as requested. KDOT NTD Reports Due to NTD (KDOT) 10/31		
MIS Drug and Alcohol Reporting						
Title Vi Plan			Annually review and update Title VI Reports if needed. Board recertification due with Application (Next full update 2025)			
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					