



### Enhanced Mobility Federal & Reporting Requirements

Frequency	Report	Due to COG
Initially	ADA Assurances	At award
	Authorizing Resolution	At award
	Cell Phone Policy	At contract
	Current year Certs & Assurances	At award
	DBE Documentation (Statement, Assurances, Program if applicable)	At award
	Drug Free Workplace Statement	At contract
	EEO Assurances	At award
	EEO Statement	At award
	FFATA	At award
	Financials – A-133 or financial statements that adhere to generally accepted accounting principles	At application and upon request
	Matching funds	When invoiced by COG
	Project Assurances	At award
	Proof of Insurance & COG as additional insured	Prior to vehicle order
	Title VI (Program & Complaint Status)	At award
Monthly	Vehicle Maintenance Plan	At award
	Vehicle Useful Life & Disposition Policy	At award
	Invoice of expenditures for reimbursement	1 <sup>st</sup> Monday of the month following month end
	Match Certification	With each Invoice
Quarterly	Preventive Maintenance Summary Sheet	With each invoice
	Milestone Progress Report (MPR)	15 <sup>th</sup> day of the month following quarter end: 4/15, 7/15, 10/15, 1/15
	Taxi Data – last 10 trips per vehicle	15 <sup>th</sup> day of the month following quarter end: 4/15, 7/15, 10/15, 1/15
Annually	ADA/EEO/Title VI Complaint Status Report	With quarterly report
	Certs & Assurances	90 days from date published
	Subrecipient Financial Profile Questionnaire	Upon request
	Program Measures Report (Annual Performance Measures)	15 <sup>th</sup> day of the month following Federal 4 <sup>th</sup> quarter end (9/30): 10/15
	Annual Rolling Stock Inventory Report	30 <sup>th</sup> day of the month following 4 <sup>th</sup> quarter end: 1/30
	Annual Log of Outreach & Involvement Activities (Title VI Requirement)	15 <sup>th</sup> day of the month following 4 <sup>th</sup> quarter end: 1/15
Biannually	DBE Reporting to COG	Upon request
Project End	Final Invoice	30 days from contract expiration
	Final Milestone Progress Report	30 days from contract expiration and before final payment is released
	Final Performance Measures & Final Narrative Report	30 days from contract expiration and before final payment is released
Triennially	DBE Documentation (Statement, Assurances, Program if applicable)	60 days from date of expiration
	Title VI (Program & Complaint Status)	60 days from date of expiration

**Shaded** = additional reporting for grantees with vehicles procured with Enhanced Mobility funds