

Reporting Guidelines

Monthly/Quarterly

The reports (see excel sheet) are a means of quantifying the outreach efforts for the representatives jurisdictions.

The reports are due to COG, Mark Hersey, by the 15th of the month of after the quarter closes to be included in the quarterly reports for the state and TPB oversight committees.

Yearly

The Year-end reporting should be submitted by July 31st each year to be included for the annual Commuter Connections activities and programs report for publication.

Format

The format for the numbers being reported should follow the sheet provided here. The rows in the sheet provide the essential data for collection. These are what Commuter Connections needs to fulfill the reporting requirements set forth in the Work Program.

