

**ATTACHMENT F**  
**REPORTS REQUIRED OF SUBRECIPIENTS**

| <b>DUE DATE</b>   | <b>REPORT</b>   |
|---|---|
| During Term of this Agreement (July 1 – June 30) to be Submitted Monthly to State within sixty (60) days of the end of each month covered in this Grant Agreement | <ul style="list-style-type: none"> <li>• Program Reimbursement of Expense Form (e.g., 5311, Rural Preventative Maintenance, O&amp;D, CMAQ, and/or New Freedom)</li> <li>• State transportation funds tracking</li> <li>• Service Indicator Report in current state format</li> <li>• State approved electronic data collection summary generated by VPTA In-Take Dispatching Software specific to the Subrecipient</li> </ul>                 |
| July 15   | <ul style="list-style-type: none"> <li>• Quarterly Milestone Progress Report</li> <li>• Quarterly Charter Service Report</li> <li>• Quarterly Financial Statement of Actual to Budget and Balance Sheet</li> <li>• Quarterly Accident Report</li> <li>• Quarterly Aged Receivable Report</li> </ul>   |
| September 1   | <ul style="list-style-type: none"> <li>• Final invoicing for previous fiscal year due</li> </ul>  |
| September 30  | <ul style="list-style-type: none"> <li>• Rural NTD Reporting Form to State</li> <li>• Semi-Annual Vehicle Report and Certification Annual Inventory of Non-Vehicular Equipment, Buildings, and Real Property</li> </ul>   |
| October 15  | <ul style="list-style-type: none"> <li>• Quarterly Milestone Progress Report</li> <li>• Quarterly Charter Service Reporting Form</li> <li>• Quarterly Financial Statement of Actual to Budget and Balance Sheet</li> <li>• Quarterly Accident Report</li> <li>• Quarterly Aged Receivable Report</li> </ul>   |
| November 1  | <ul style="list-style-type: none"> <li>• Semi-Annual DBE Report</li> </ul>  |
| January 15  | <ul style="list-style-type: none"> <li>• Quarterly Charter Service Report</li> <li>• Quarterly Milestone Progress Report</li> <li>• Quarterly Financial Statement of Actual to Budget and Balance Sheet</li> <li>• Quarterly Accident Report</li> <li>• Quarterly Aged Receivable Report</li> </ul>   |
| February 15   | <ul style="list-style-type: none"> <li>• Drug and Alcohol Report Entered into FTA System by Subrecipient</li> </ul>   |
| March 30  | <ul style="list-style-type: none"> <li>• One (1) copy of Subrecipient Single Audit Report and Corrective Action Plan (expends \$500,000 or more in Federal assistance during its fiscal year) or</li> <li>• One (1) copy of Subrecipient audited financial statements (expends less than \$500,000 in Federal assistance during its fiscal year)</li> </ul>   |
| April 15  | <ul style="list-style-type: none"> <li>• Quarterly Milestone Progress Report</li> <li>• Quarterly Charter Service Reporting Form</li> <li>• Semi-Annual Vehicle Report and Certification Annual Inventory of Non-Vehicular Equipment, Buildings, and Real Property</li> <li>• Quarterly Financial Statement of Actual to Budget and Balance Sheet</li> <li>• Quarterly Accident Report</li> <li>• Quarterly Aged Receivable Report</li> </ul> |
| May 1   | <ul style="list-style-type: none"> <li>• Semi-Annual DBE Report</li> </ul>  |

- Civil rights complaints of any nature must be reported to State when received.

- Annual audits are due within nine months of the end of the Subrecipient fiscal year. If management advisories or material findings are issued, Subrecipient shall submit a corrective action plan within 30 days of issued audit report.
- Notify Administrator of public meetings and hearings when you schedule them.
- Subrecipient shall submit copies of tax returns, reports or studies within 30 days of issuance.
- Subrecipient shall willingly participate in the required VTrans Oversight Management Review every three (3) years (at a minimum) or as required by State if required to do so earlier.
- Monies which are in excess of the Subrecipient's net project cost shall be returned to the agency of transportation within 30 days of the agency's acceptance of the post-project audit, per Title 24, Chapter 126, § 5091. Funding (g)