



FTA Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities

Mobility Management: Quarterly Reporting

Instructions

All Mobility Management subrecipients must be prepared to submit quarterly reports on Mobility Management program activities. The report may include a narrative description of program activities as well as other assessment and evaluation factors as noted in the 5310 application. Reporting requirements will differ based on the type of project awarded. The following list gives examples of the types of information that may be included in quarterly reports:

- Number of people who participate in coordination meetings (people with disabilities, older adults)
- Number of coordination council meetings held
- Number of meetings with decision makers
- Data collection activities and participation in activities
- Number of publications distributed
- Number of hits on website, app downloads
- Number of meetings attended
- Number of people in audience at trainings or presentations
- Lead agency of the coordinated plan
- Number of other planning efforts that include transportation
- Number of formal agreements established
- Number of new stakeholder workgroups established
- Number of curriculums created
- Number of rides coordinated
- Number of individuals served (including special populations)

Sample Quarterly Report

Agency Name		Report Period	
Contact Information		Date	

Provide a narrative description of mobility management activities undertaken during the previous quarter:

As applicable, describe current progress towards goals and evaluation factors as indicated in the project's 5310 application:

Additional documentation and narrative pages may be attached as needed.