

LMDC REPORTING REQUIREMENTS MATRIX

AT EXECUTION	Exhibit A-1 (or included in Subrecipient Agreement Section 1.C.)	Levels of Performance Performance indicators include target completion dates and are to be monitored on an ongoing basis.
	Schedule C, Attachment C-1	Workforce Employment Utilization Report
	Schedule C, Attachment C-2	MBE/WBE Compliance Report
	Exhibit A-7	Workforce Utilization Report for Section 3 Clause
	Exhibit A-8	Workforce Utilization Report Employees Impacted by September 11, 2001
MONTHLY	Exhibit A-5	Monthly Progress Reports Subrecipient summarizes project status, including progress, any problems, corrective action, subconsultant/subcontractor performance, and levels of performance.
	Schedule C, Attachment C-1 LMDC Construction Contract	Monthly Employment Utilization Report
	Schedule C, Attachment C-2 Construction	MBE/WBE Compliance Report – Construction
QUARTERLY	Schedule C, Attachment C-1 Non-Construction	Workforce Employment Utilization Report
	Schedule C, Attachment C-2 Non-Construction	MBE/WBE Compliance Report LMDC Non-Construction Contract
	Exhibit A-7	Workforce Utilization Report for Section 3 Clause
	Exhibit A-8	Workforce Utilization Report Employees Impacted by September 11, 2001
AS REQUIRED	Procurement Notification	Written or electronic notification to LMDC no later than 5 days prior to posting notification of procurement opportunities
	Request for LMDC approval of a subconsultant/subcontractor	Written or electronic approval from LMDC is required for each of the Subrecipient's subconsultants or subcontractors prior to engaging their services. <i>Reminder:</i> Subrecipients must pass down regulatory and other required contract provisions to subconsultant/ subcontractor (Subrecipient Agreement, Section X.D.2.c.)
	Insurance	<ol style="list-style-type: none"> 1. Commercial General Liability Insurance 2. Automobile Liability and Property Damage Insurance 3. Workers' Compensation 4. Excess Liability Insurance
	Single Audits	Required of all Subrecipient expending \$500,000 or more in Federal awards during the Subrecipient's fiscal year or as required by OMB Circular A-133. Obtain and review Single Audits. Follow-up on corrective action taken on weaknesses noted in report.