



NCTCOG GRANT FUNDING ASSESSMENT Usage Reporting Issues Form

Fill out one form, per reporting period, for each funded vehicle/equipment/technology (Veh/Equ/Tech) with incomplete usage data. Return completed form and documentation to the staff contact for your program at North Central Texas Council of Governments, P.O. Box 5888, Arlington, TX 76005-5888.

Subgrantee/Company Name: _____

Project Number: _____

Activity Number: _____

Vehicle Identification Number (VIN)/Equipment ID (EID) in Original Scope: _____

Usage Reporting Period: _____

ISSUE RELATED TO USAGE REPORTING: (CHECK AND COMPLETE ONLY ONE SECTION)

Veh/Equ/Tech is Damaged/Out of Service

Description of Issue: _____

Cost of Repair (if applicable): _____

Please attach documentation related to this issue: (i.e. service or repair receipts, police citation, new Veh/Equ/Tech invoice, etc.)

Usage Accrued During Reporting Period for:

Damaged/Out of Service Veh/Equ/Tech: _____ Miles / Gallons / Hours (circle one)

New Veh/Equ/Tech (if applicable): _____ Miles / Gallons / Hours (circle one)

If a new Veh/Equ/Tech has been placed into service, please complete the table below:

For New Vehicle/Equipment		For New Engine/Technology			
Vehicle Identification Number / Equipment ID	Make/Model	Date Placed Into Service	Engine Serial Number	Engine Model Year	Engine Family Code

Usage Not Properly Tracked

Description of Issue: _____

Dates Usage Reporting is Unavailable: From: _____ To: _____

Other:

Description of Issue: _____

ADDITIONAL INFORMATION:

Was NCTCOG Previously Notified About This Issue? Yes / No (circle one)

If yes, with whom did you speak and when?

How Issue Was Resolved / Is Being Resolved: _____

PROGRAM UNDER WHICH FUNDING WAS AWARDED:

PROJECT REPRESENTATIVE INFORMATION:

Contact Name: _____

Contact Address, City, State: _____

Contact Phone Number: _____

Contact E-mail Address: _____

Note: Unsatisfactory usage reporting may result in NCTCOG requesting the return of funding in proportion to the loss of emissions reductions related to the reductions committed to in the subgrant agreement.