

## Reporting Procedures

### Agency Document Approved By ADOT LPA Section

- Reporting Procedures

Submit to ADOT LPA Section before January 26, 2024

### Questions to Answer

Question	Y/N	Document, Page, Paragraph <i>(To be completed by CA)</i>	Check if changed since 2019 <i>(CA to complete)*</i>	Item of Concern <i>(SME use only)*</i>
<b>Do the Reporting Procedures require:</b>				
Submit monthly construction schedule updates on Federal Aid Highway Program (FAHP) projects to the ADOT Project Manager?				
Submit quarterly progress reports on Federal Aid Highway Program (FAHP) projects to the ADOT Project Manager if applicable?				
Submit an annual Title VI report to the ADOT Civil Rights Office by August 1 of each year?				
Submit an annual Federal-Aid Highway Construction Contractors Annual EEO Report (Form FHWA-1391) to ADOT BECO by August 15 of each year?				
Submit an annual CA Agency report to the ADOT LPA Section before October 31 of each year? The report will include CA program status, CA program accomplishments, and internal assessments of project reviews, audits, and any corrective action plans?				
A mechanism for tracking and reporting on-call contracts to the ADOT LPA Section, if applicable?				

**The Certification Acceptance Agency attests to the following** (check the following applicable box):

 No changes made since 2019

 The following changes since 2019 are noted above

Agency – Prepared by:	
Signature	
Printed Name	
Title	
Date	

ADOT – Approved by:	
Signature	
Printed Name	
Title	
Date	

<b><i>*Item of Concern Documentation:</i></b>
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