TransNet Smart Growth Incentive Program and TransNet/TDA Active Transportation Grant Program Quarterly Report

Report Submittal Date: [Insert]
Reporting Period: [Insert - Example: FY 2014, Quarter 1]

PART 1: DESCRIPTION OF ACTIVITY FOR REPORTING PERIOD

1. Work Accomplished This Reporting Period

[INSTRUCTIONS: Replace this text with a detailed description of work completed and underway during the reporting period. In a bullet format, reference specific tasks.]

Example:

- Task 1 - Award Consultant Contract: Issued RFP and convened a selection panel of 5 members from the City, MTS, NTCD, and SANDAG to shortlist 3 of 9 firms. The panel interviewed the 3 firms and selected XYZ Group for this project. The City Council approved the consultant contract with XYZ Group on January 1, 2014. City staff held a kick-off meeting on January 10, 2014.
- Task 2 – Public Outreach: City staff and XYZ Group began organizing the first workshop for this project. The anticipated date of the first workshop will be in the February/March 2014 timeframe.
- Task 3 – Etc.
- Task 4 – Etc.

2. Deliverables Produced This Reporting Period

[INSTRUCTIONS: Summarize the deliverables produced during this period and indicate the date submitted to SANDAG. Deliverables can be submitted as an attachment to this report. See Item 5 for more details.]

Example:

- Final RFP – Submitted in December 2014.
• Approved Consultant Contract and Kick-Off Meeting Notes – Submitted with this report. Please see accompanying list of attachments.

3. Is there an accompanying invoice for this period?

[INSTRUCTIONS: Indicate YES or NO.]

4. Work Anticipated for the Next Reporting Period

[INSTRUCTIONS: Replace this text with a brief description of work anticipated for the next reporting period. Also note any upcoming meetings or workshops.]

5. List of Attachments

[INSTRUCTIONS: List any deliverables or invoice documents attached to this report. Attachments over 6MB should be sent via WeTransfer.]

WeTransfer Link: https://sandag.wetransfer.com/

Example:

• Attachment 1: Consultant Contract
• Attachment 2: Kick-Off Meeting Notes
• Attachment 3: Invoice Spreadsheet
• Attachment 4: Invoice Documentation

PART 2: SCHEDULE AND TASK STATUSES

<table>
<thead>
<tr>
<th>Task</th>
<th>Scheduled Start Date (Per Grant Scope of Work)</th>
<th>Scheduled Completion Date (Per Grant Scope of Work)</th>
<th>Status</th>
<th>Timing</th>
<th>Anticipated Start Date (If Different from Grant Scope of Work)</th>
<th>Anticipated Completion (If Different from Grant Scope of Work)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTP Date</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Task 1</td>
<td>[mm/dd/yy]</td>
<td>[mm/dd/yy]</td>
<td>[In Progress/Completed/Not Started]</td>
<td>[On Time/Delayed]</td>
<td>[mm/dd/yy]</td>
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<tr>
<td>Task 2: Policy No. 035 Milestone</td>
<td>[mm/dd/yy]</td>
<td>[mm/dd/yy]</td>
<td>[In Progress/Completed/Not Started]</td>
<td>[On Time/Delayed]</td>
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</tr>
<tr>
<td>Task 3: Policy No. 035</td>
<td>[mm/dd/yy]</td>
<td>[mm/dd/yy]</td>
<td>[In Progress/Completed/Not Started]</td>
<td>[On Time/Delayed]</td>
<td>[mm/dd/yy]</td>
<td>[mm/dd/yy]</td>
</tr>
</tbody>
</table>
PART 3: CHALLENGES, SCHEDULE DELAYS, AND AMENDMENT REQUESTS

Challenges and Actions Toward Resolution (If applicable)

[INSTRUCTIONS: If you are experiencing challenges in completing project tasks, please provide information about the delay and actions taken to resolve issues. If an amendment is needed, provide justification and check the appropriate box below.]

☐ No amendment requested at this time

☐ Amendment requested to*:
  ☐ Project Schedule
  ☐ Project Budget
  ☐ Scope of Work

*Failure to check a box in the above section assumes there is no action requested. Amendment requests are subject to SANDAG’s approval. It is the Grantee’s responsibility to ensure compliance with SANDAG Board Policy No. 035: Competitive Grant Program Procedures and grant agreement terms and conditions.

PART 4: PROJECT STATUS REPORT SIGNATURE

Prepared by _________________________________ Date: _____________________

Project Manager