



### SECTION 3: QUARTERLY DETAILED LISTING OF EXPENSES AND CHARGES

All expenses and charges, including grant and local match contribution, must be itemized and listed below. Each item (e.g. receipts, invoices, timesheets) listed must be included by an invoice and/or other supporting documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. Use additional pages if needed.

Invoice/Reference #	Firm/Agency	Total Expenses	Charged to Metro	Charged to Local Match
<b>Total</b>		0	0	0

### SECTION 4: ACCUMULATED EXPENSES TO DATE

List all major tasks worked on or completed during this quarter and include expenditures being charged to the grant and/or local match contribution per major tasks. Insert additional lines for tasks if necessary.

Task #	Task Title	Grant				Local Match		
		Quarter Expenditures	Total to Date Expenditures	Total Budget	% Expended	Quarter Expenditures	Total to Date Expenditures	Total Budget
<b>Total</b>								

## SECTION 5: PROJECT STATUS

1. The project is:

On Schedule

3-6 months behind schedule

**Please update Attachment A and include in this report.**

1-2 months behind schedule

More than 12 months behind schedule

2. If any component of the project is delayed, describe the reasons for the delay and how this delay will be addressed. State the quarter and fiscal year by which the delay is expected to be resolved.

3. Identify any specific project accomplishments, findings and/or recommendations supporting or not supporting the development of regulatory reform that supports TOD.

## SECTION 5A: QUARTERLY PROGRESS REPORTING

Please complete Section 5A Quarterly Progress Reporting under QPR Tab (4), fill out, and attach table to this report.

## SECTION 5A: QUARTERLY PROGRESS REPORTING (QPR)

The table below is populated with information from Attachment A (Project Schedule and Budget). Please describe the project's progress for each task worked on this quarter and identify deliverables attached to this progress report in the narrative. Note: If any project activities/tasks scheduled in this quarter per Attachment A are delayed, please explain the reason for delay and when you anticipate completing them in Section 5 question 2.

Every quarter, continue to add new project progress information to the table. The table is meant to help document progress made throughout the life of the project in one place. Therefore, the table should include a description of this quarter's progress as well as progress made in previous quarters. Add new rows as appropriate and **highlight this quarter's progress in green**. For example, if you are reporting for the 3rd Quarter of FY19, the table will display the information from the 2nd Quarter of FY19 and any previous quarters.

Task	Attachment A Start and End Quarter	Insert "C" if Activity Completed	Progress made toward completing task this reporting quarter.	Fiscal Year and Quarter of Progress	Deliverables attached to this report. Do not delete if completed.
<b>Task 1 Develop Stakeholder Engagement Plan</b>					
1.1 Determine stakeholder interest to a TIF district.					Community Engagement Plan, meeting summaries, and workshop materials.
1.2 Develop vision for district					Vision for the district.
1.3 Identify target investments, projects and priorities					List of target investments.

Task 2 Identify Boundaries and Initial Screening Criteria					
2.1 Determine boundary scenarios					<ul style="list-style-type: none"> <li>• Maps and written descriptions of up to 3 boundary scenarios for consideration of TIF and CRIA and concise written explanation for development of boundaries.</li> </ul>
2.2 Initial TIF screening					<ul style="list-style-type: none"> <li>• Matrix showing TIF screening variables for each boundary scenario.</li> </ul>
2.3 Strategic considerations					<ul style="list-style-type: none"> <li>• Market and future investment analysis.</li> </ul>

Task 3 Tax Increment Analysis					
3.1 Revenue generation					• Tax increment revenue and present value analysis
3.2 Bonding capacity					Present value analysis.
Task 4 Identify Infrastructure Needs					
4.1 Identify infrastructure and community development investments					•Summary of potential infrastructure and community investment projects, with estimated range of costs.
4.2 Identify other funding sources					•Summary memo providing rough order of magnitude funding plan for the TIF district, inclusive of projects/programs, project costs and potential funding sources.
Task 5 Next Steps for Implementation					
5.1 Prepare summary memo outlining next steps for implementation.					• Next steps summary memo that includes timeline, budget, and financing activities.