

**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
TOD PLANNING GRANT PROGRAM
ATTACHMENT D - QUARTERLY PROGRESS/EXPENSE REPORT**

Agency Name:

Project Title:

Date	[Month, Day, Year]
Invoice #	[Invoice # 1,2,3 etc.]
Grantee's Invoice Tracking # (optional)	
Quarter	[Quarter & Fiscal Year]
Agreement #	920000000TOD17XX
Agreement Execution Date	
Agreement Lapse Date	
Payment Term	Net 30

GRANTEES MUST MAIL OR EMAIL THIS REPORT TO:

P.O. Box #512296, Los Angeles, CA 90051-0296 or AccountsPayable@metro.net

Submit after the close of each quarter, **but no later than November 14, February 14, May 15, and August 14.** Please note that letters or other forms of documentation may not be substituted for this form. Refer to the Reporting and Expenditure Guidelines (Attachment C) for further information.

SECTION 1: SUMMARY OF EXPENSES

	Metro Grant (\$)	Local Match (\$) (Including In-Kind)	Total (\$)
Project Quarter Expenditures			
Total Quarterly Expenditures			
Retention Amount (5%)			
Net Invoice Amount (Less Retention)			
Project-to-Date Expenditures			
Expenditures to Date (Incl. this Quarter)			
Total Project Budget			
% of Project Budget Expended to Date			
Balance Remaining			

SECTION 2: PAYMENT CERTIFICATION

I certify that I am the responsible Project Manager or fiscal officer and representative of the City/County and that to the best of my knowledge and belief the information stated in this report is true and correct.

Signature

Date

Name

Title

Grantee Contact/Project Manager	Name:
	Phone:
	Email:

METRO'S CONTACT INFORMATION

Countywide Planning & Development Project Manager	Desiree Portillo-Rabinov (213) 922-3039 portillorabinovd@metro.net 1 Gateway Plaza Los Angeles, CA 90012 Mail Stop 99-23-04
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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
Total		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
1								
2								
3								
4								
5								
6								
Total								

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	"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.
Task 1 General Project Administration					
1.1 Corridor Planning Kick-Off Team Meeting					<ul style="list-style-type: none"> Meeting minutes. Table summarizing relevant planning documents, current planning efforts, and specific opportunities for coordination with other agencies and departments.
1.2 Ongoing Inter- and Intra-Departmental Coordination					<ul style="list-style-type: none"> Meeting agenda. Summary of action steps, responsible parties and deadlines resulting from each meeting.

1.3 Project Management					<ul style="list-style-type: none"> • Quarterly Progress reports describing progress to date and highlighting expected completion date.
Task 2 Specific Plan/Station Area Analysis					
2.1 Existing Conditions Analysis					<ul style="list-style-type: none"> • Summary report on each Opportunity Site or Area, including a site's redevelopment potential, its existing level of development, property ownership, property condition, existing use, historic significance, lot size, station proximity, viability of existing
2.2 Coordinate Transit-Supportive Planning Toolkit					<ul style="list-style-type: none"> • Meet with Metro to review Metro's Transit Supportive Planning Toolkit. Identify strategies and practices that can be incorporated into plan

<p>2.3 Analysis of Opportunity Sites</p>					<ul style="list-style-type: none"> • Summary report on each Opportunity Site or Area, including a site's redevelopment potential, its existing level of development, property ownership, property condition, existing use, historic significance, lot size, station proximity, viability of existing uses and market demand.
<p>2.4 Market and Development Feasibility Study, Community Benefit Strategy</p>					<ul style="list-style-type: none"> • Detailed report with market studies, pro-forma analyses, assessments, and recommendations for new development regulations where applicable.
<p>2.5 Parking Study and Management Plan, TDM Strategies</p>					<ul style="list-style-type: none"> • Align and incorporate relevant citywide parking and TDM standards.

2.6 Graphics Preparation	FY19Q3 - FY21Q3			FY19Q3	<ul style="list-style-type: none"> • Visual aids including photo simulations, 3D models and/or digital renderings of possible future development scenarios.
Task 3 Stakeholder Outreach					
3.1 Prepare and Implement Outreach Plan					<ul style="list-style-type: none"> • Initial Stakeholders List and Outreach Plan.
3.2 Focus Groups with Stakeholders					<ul style="list-style-type: none"> • Draft and Final Proposed Land Use/Zoning Changes. New or revised regulatory documents with urban design and development standards, e.g. design guidelines, Specific Plan(s), or other overlays. Land Use and Zone Change Matrix with calculation of acreage of change areas by land use and zoning type.
3.3 Charrettes/Work shops					<ul style="list-style-type: none"> • Draft Plan available for public review and comments Reports.

3.4 Briefings with Elected Officials					<ul style="list-style-type: none"> Revised regulatory documents.
Task 4 Prepare Plans					
4.1 Regulatory Approach Outline					<ul style="list-style-type: none"> Outline of regulatory changes.
4.2 Draft General Plan and Zoning Amendments					<ul style="list-style-type: none"> Draft and Final Proposed Land Use/Zoning Changes. New or revised regulatory documents with urban design and development standards, e.g. design guidelines, Specific Plan(s), or other overlays. Land Use and Zone Change Matrix with calculation of acreage of change areas by land use and zoning type.
4.3 Release Public Draft TOD Plan and Amendments					<ul style="list-style-type: none"> Draft Plan available for public review and comments
4.4 Prepare Final Draft TOD Plan and Amendments					<ul style="list-style-type: none"> Revised regulatory documents.

Task 5 Environmental Documents					
5.1 Preliminary CEQA Review					<ul style="list-style-type: none"> Initial Study. May also include Notices of Preparation (NOP)
5.2 Public Scoping Meeting					<ul style="list-style-type: none"> Scoping Meetings sign-in sheets and comments (written and verbal), as needed.
5.3 Prepare Admin Draft EIR and Screencheck					<ul style="list-style-type: none"> Legally adequate environmental documents and all the associated notices and findings in compliance with the provisions of CEQA.
5.4 Public Review of Draft CEQA Documents					<ul style="list-style-type: none"> DEIRs, NOAs and NOCs.
5.5 Respond to Comments					<ul style="list-style-type: none"> Draft responses to comments for Staff's review
5.6 Tentative Preparation Draft & Final Mitigation Monitoring Program					<ul style="list-style-type: none"> Draft and Final MMP

5.7 Prepare and Circulate Final EIR					<ul style="list-style-type: none"> • Completed draft Final CEQA documents. Notices of Determination (NOD). Administrative Record.
Task 6 Public Notice and Public Hearings					
6.1 Public Notice, Public Hearings and Open House					<ul style="list-style-type: none"> • For each group of regulatory changes: Public Hearing Notice, Regulatory change documentation, and EIR posted to DCP website and delivered to Public Libraries.
6.1 Staff reports and further regulatory changes					<ul style="list-style-type: none"> • For each group of regulatory changes: Staff Report and supporting documentation.
6.1 Presentation to Area Planning Commissions (courtesy)					<ul style="list-style-type: none"> • For each group of regulatory changes: Presentations to Area Planning Commissions.

<p>6.1 City Planning Commission recommendation or approval</p>					<ul style="list-style-type: none"> • For each group of regulatory changes: Presentation(s) to City Planning Commission and summary of Commission comments. City Planning Commission Determination Letter (i.e. written determination of Commission action).
<p>6.1 City Attorney Review</p>					<ul style="list-style-type: none"> • Comments on regulatory changes and environmental documents. Revise all documents as needed.
<p>6.2 Adoption by Committees, City Council and Mayor</p>					<ul style="list-style-type: none"> • Any revisions to regulatory changes and environmental documents previously presented to City Planning Commission. Presentations to City Council.

6.2 Post Adoption Administration					<ul style="list-style-type: none">• Final regulatory documents reflecting changes made by City Council. Updated maps and data fields in ZIMAS.
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