

ADDENDUM E

Quarterly Progress Report

NJ TRANSIT LOCAL PROGRAMS and MINIBUS SUPPORT Section 5310

INSTRUCTIONS FOR OTHER EQUIPMENT QUARTERLY PROGRESS REPORT

NJ TRANSIT is designated to coordinate all applications and prepare a consolidated statewide Section 5310 application to the Federal Transit Administration (FTA). Starting with the 2007 and 2008 grants NJ TRANSIT made Section 5310 funding available for the purchase of other equipment and mobility management projects, all projects must continue to be specifically related for transportation of senior citizens and people with disabilities and/or related to coordination of such transportation as per FTA Section 5310 Grant Program guidelines.

The FTA requires status reports on all FTA funded capital and/or mobility management projects until such time the procurement of the capital and/or the project is complete. Therefore, each subrecipient awarded a Section 5310 capital and/or mobility management project must complete the Other Equipment Quarterly Progress Report form until procurement and/or projects are completed. It will be the responsibility of Local Programs and Minibus Support to make sure that project status information is provided to the FTA each quarter for the duration of the project. All Section 5310 other equipment and/or mobility management projects must be completed by the "contract terms" agreed to in the agreement signed by the subrecipient and NJ TRANSIT.

Reports are to be submitted by the 5th day of the month following the close of each calendar quarter, reports are required even if there is no progress to report. Chronic failure to complete quarterly progress reports accurately and promptly may result in termination of the agreement and withdrawal of project funding.

<u>Quarter</u>	<u>Report Due No Later Than</u>
January - March 30	April 5
April - June 30	July 5
July - September 30	October 5
October - December 31	January 5

Section 5310
OTHER EQUIP/MOBILITY MANAGEMENT
Instructions to Fill in Quarterly Progress Report Form

- Quarterly Report Period:** Check the appropriate box indicating the quarter for which this report applies. Each Section 5310 project requires a separate quarterly report, for subrecipients awarded projects in different years or two in one year complete a report for each project.
- Calendar Year:** Enter the current calendar year of this report.
- Agency Name:** Enter your agency's full name as it appears on your grant or agreement. .
- Project Manager:** Enter the name of the individual who responsible for managing the project and/or procurement of equipment.
- Email Address:** Include the project manager's email address.
- Project's Current Phase:** Indicate the project's phase examples: On-going implementation, planning, designed procurement review, and advertising, completed.
- Scope:** Provide description of project; include time frame of project, this section will not change from quarter to quarter.
- Activities Last Quarter:** Describe all project activities completed in the last quarter: examples bid specs developed, advertised for vendors, awarded contract, planning activities for mobility management project.
- Activities this Quarter:** Describe all project activities completed for the quarter: examples bid specs developed, advertised for vendors, awarded contract, planning activities for mobility management project.
- Activities Next Quarter:** Describe all project activities planned for next quarter: examples bid specs development, advertising for vendors, awarding contract, planning activities for mobility management project.
- Activity Milestone:** All Section 5310 projects have an original 'Project Completion Date' by using this table the subrecipient will update current and actual activities for Section 5310 awards for purchase of equipment and/or mobility management project. If you are unable to meet any milestone you must provide explanation of why it wasn't met in the comments column. Sample: milestones depending type of project include but not limited to Spec review, Spec approval, Advertise for vendors, Contract award, planning activities, delivery of equipment, installation of equipment, contract and/or project complete.
- Issues:** Note any critical issues keeping the project from completion, this would include but limited to: vendor supply issues, consultant not meeting receivable date.



**Section 5310
OTHER EQUIP/MOBILITY MANAGEMENT
QUARTERLY PROGRESS REPORT**

Quarterly Report Period: Jan – Mar Apr – Jun CALENDAR YEAR: _____
 Jul – Sep Oct - Dec

Agency Name: _____ Project Manager: _____ Email Address: _____

Project's Current Phase: _____

SCOPE

SCHEDULE

Activities Last Quarter:

Activities This Quarter:

Activities Next Quarter:

Activity Milestone:	Project Completion Dates			
	Original	Current	Actual	Comments

ISSUES

Critical Issues:

Notes:

THIS REPORT IS TO BE FORWARDED BY THE 5th DAY OF THE MONTH FOLLOWING THE CLOSE OF THE CALENDAR QUARTER. TO:

ATTN: Lisa Tulley, Manager
Ltulley@njtransit.com

Assurances - By signature below, I do hereby certify that:

1. The above information is true and verifiable.
2. The equipment purchased and/or planning project funded through this project is used for the purposes as stated in the approved grant application.

Grant Manager/Director Signature: _____ **Date:** _____

Print Name: _____