

Quarterly Report Contents and Sample For ATPPL Funding Recipients Who Are Federal Land Management Agencies

This document describes the information to be included in quarterly reports and provides an example of a quarterly report. This information is for Alternative Transportation in Parks and Public Lands Program (ATPPL) funding recipients who are Federal Land Management Agencies. Funding recipients who are State, local or tribal government entities will submit reports through FTA's electronic grants management system.

Contents of Quarterly Report

The quarterly reports should include the following elements for each project being implemented by the Federal Land Management Agency:

- a) name of public land unit expending the ATPPL funds
- b) brief description of activities implemented during the quarter
- c) amount of ATPPL funds disbursed during the quarter
- d) total amount of ATPPL funds disbursed to date
- e) total amount of ATPPL funds awarded to the project
- f) total amount of ATPPL funds remaining, and
- g) milestones.

For vehicle purchases, award recipients should use the following standard milestones:

- RFP/IFB Issued
- Contract Awarded
- 1st Vehicle Delivered
- Last Vehicle Delivered
- Contract Complete

For other activities for which an RFP/IFB is issued, such as planning studies, ferry dock construction, or bus rehabilitation, award recipients should use the following standard milestones:

- RFP/IFB Issued
- Contract Awarded
- Contract Complete

For activities completed in-house, award recipients should use the milestone "activity complete."

Sample Quarterly Report

Name of land unit: Cherry Valley National Park

Brief description of activities implemented during quarter:

During the second quarter of FY '07, Cherry Valley National Park purchased one ADA compliant bus in the amount of \$200,000. The Park expects to acquire an additional ADA compliant bus for \$200,000 by 8/15/07 and complete construction of a transfer

station for \$400,000 by 9/1/07. Cherry Valley National Park's ATPPL project will be complete after the transfer station is constructed.

Amount of ATPPL funds disbursed this quarter: \$200,000

Total amount of ATPPL funds disbursed to date: \$200,000

Total amount of ATPPL funds awarded: \$800,000

Total amount of ATPPL funds remaining: \$600,000

Milestone Report:

<u>Activity</u>	<u>Milestone Description</u>	<u>Estimated Completion Date</u>	<u>Revised Estimated Completion Date</u>	<u>Date Completed</u>
<u>Purchase Vehicle</u>	RFP/IFB Issued	10/1/2006		10/01/2006
	Contract Awarded	11/1/2006	11/3/2006	11/3/2006
	1st Vehicle Delivered	12/31/2006	1/24/2007	1/24/2007
	Last Vehicle Delivered	8/15/2007	9/1/2007	
	Contract Complete	8/15/2007	9/1/2007	
<u>Construct Bus Transfer Station</u>	RFP/IFB Issued	01/31/2007		
	Contract Awarded	2/28/2007		
	Contract Complete	9/1/2007		
<u>Project Oversight</u>	Activity Complete	9/30/2007		