ATTACHMENT D1

FOR VCTC USE ONLY
MOU #_____
Date Received _____
Project Manager _____

REGIONAL RIDEMATCHING SERVICES PROJECT

QUARTERLY PROGRESS REPORT

INSTRUCTIONS

Pursuant to the terms specified in the Memorandum of Understanding (MOU), LACMTA must submit a Quarterly Progress Report within 60 days of the end of the reporting period. Please complete this questionnaire and return to your respective VCTC Project Manager.

SECTION I: GENERAL INFORMATION

1. **Report Quarter:** _____

2. **Date Submitted:** _____ **Report Number:** _____

3. **Agency Name:** _____

4. **Project Title:** _____

5. **Agreement Number:** _____

6. **VCTC Project Manager:** _____

7. **LACMTA Project Representative:** _____

SECTION II: QUARTERLY REPORT

STATUS REPORT

On a separate page, describe tasks accomplished this quarter based on the approved schedule of deliverables (Attachment A, Scope of Work). Please describe unanticipated problem areas and how they have been/will be resolved (this quarter only).