

SRTS Quarterly Progress Report

Overview of Actions and Responsibilities

Who initiates the form?

The Safe Routes to School Project recipient.

Action required by recipient:

Fill out the Quarterly Progress Report during reporting months (March, June, September and December) and send it to the [SRTS Program Mailbox](#) by the first Wednesday of each quarter. The ODOT SRTS Program Team is identified in the Notice to Proceed Letter or as later identified by ODOT if ODOT SRTS Program Manager has changed.

Action required by ODOT SRTS coordinator:

The ODOT SRTS coordinator reviews the quarterly progress report and contacts the SRTS program manager if recipient is not submitting reports.

Part A: Project Details

Project name:

Alameda Elementary School, May Roberts Elementary School, and Ontario Middle School - Sidewalks

Region number:

5

IGA number:

34,475

Recipient name:

City of Ontario

Address:

1551 NW 9th St., Ontario, Oregon 97914

Required monthly
report date:

Date of this report:
3/3/2021

Recipient signature:

Signature date:
3/4/2021

**1st Wednesday of
the Quarter**



Part B: Key Milestone Quarterly Report

Instructions:

1. Under "Description: below, enter the key milestones that are shown in Agreement (IGA) on Exhibit A, Section B, Table 1.
Under "Estimated Due Date" below, enter the estimated due dates for each key milestone which are shown in IGA, or most current amendment, on Exhibit A, Section B, Table 1.
2. "Anticipated Completion Date" column: If the key milestones are still anticipated to be completed on time, insert the same date shown in the "Estimated Due Date" column. If the Project is delayed, provide the date the project is anticipated to be completed in the "Anticipated Completion Date" column. If the estimated due date for the completion of the project is expected to be delayed by 90 days or more, recipient must fill out the "Request for Change Order" form and return it to the ODOT SRTS Program Manager with the quarterly progress report.
3. Indicate percentage of work completed for milestones in the "Percentage Complete" column.
4. Provide a brief written status update in Part C, then sign and date form and send it to the [SRTS Program Mailbox](#).

Part B Entry Table

Milestone	Estimated due date	Anticipated completion date	Percentage complete
Scoping & Planning	8/31/2021	7/30/2021	25.00%

Part C: Status Update

Provide a brief status update in the space provided below:

The City of Ontario has completed the "Before" project photos of each Project Area 1-3. We have also setup a SRTS webpage on the City of Ontario's home page under the "City Projects" link. We are currently working to finalize the scope and budget with a local land surveyor to survey the 3 project areas. We are scheduling another detailed site visit with the City and design engineering firm to further evaluate the final Scoping and Planning portion of the project. The City has also begun reaching out to individual property owners along the West side of Alameda Drive where purchase of right-of-way will be required to build the detached sidewalk.