



Exhibit D

Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Sub-Recipient Reporting Form

Subrecipient:

Reporting Period *Please check the appropriate reporting period.*

☐ Quarterly Report

☐ Jan-Mar

☐ Apr-Jun

☐ Jul-Sep

☐ Oct-Dec

☐ Annual Report

☐ 2021 ☐ 2022

☐ Final Report

☐ 2023

Date Submitted: _____

Current Approved Summary of Projects and Activities Per Scope of Work Dated 4/30/2021

Project/Activity Name	Total Project Funding	Expenditures This Period	Expenditures to Date	Balance to be Spent by 6/30/23	Uses LEAP or SB2 Funding
					Choose an item.
					Choose an item.
					Choose an item.
Total Approved Funding Amount					

Report Submitted By:

SUBRECIPIENT PROJECT MANAGER

Name and Title

Signature

Date

Report Reviewed and Accepted By:

SCAG PROJECT MANAGER

David Kyobe, Associate Regional Planner

Signature

Date

Report Received by SCAG Date: _____



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Project/Activity Task Tracker *Required for Quarterly and Annual Reports*

Project 1

Please write a brief description of progress for each task/subtask. Narrative reporting on overall project will be reported in the Project Progress Narrative section of this form. Indicate if the task is complete, and the date the deliverable was completed. Please attach any and all deliverables to this report.

Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Begin date	End date	Deliverable	Deliverable Completion Date
1						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached	Description of progress:					
2.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached	Description of progress:					
3.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached	Description of progress:					
Total projected cost						



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Project Metrics Required for Quarterly and Annual Reports

Below are the metrics for this project as approved in consultation with SCAG Project Manager. Please provide the data for the applicable reporting period. Add as many lines as necessary, and you may include other metrics that are also applicable, as appropriate.

Project

Metric	Baseline	As of 6/30/21	As of 9/30/21	As of 12/31/21	As of 3/31/22	As of 6/30/22	As of 9/30/22	As of 12/31/22	As of 3/31/23	As of 6/30/23	Change
Metric 1											
Metric 2											



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Project Progress Narrative *Required for Quarterly and Annual Reports*

Project:

Please describe in narrative format the progress for this project during the reporting period. Include any actions taken to further project tasks and indicate if the project is proceeding according to the timeline in the Scope of Work Approval Form. List any challenges to progress that occurred during the reporting period and plans to address those challenges. If project was completed during this reporting period, please indicate the date completed, and include any outstanding deliverables with your report.

<input type="checkbox"/> Project Complete Date Completed: Click or tap to enter a date.
<i>Briefly describe the status of the project as of the end of the reporting period:</i>
<i>List actions taken to further project tasks:</i>
<i>Identify any delays to project schedule and plans to address the delays. (If none, please indicate N/A):</i>
<i>List any other challenges to progress during this reporting period. (If none, please indicate N/A):</i>
<i>Identify any needs for additional technical assistance from SCAG. (If none, please indicate N/A):</i>



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Housing Element Progress Required by April 10, 2021 and thereafter on Annual Reports Only

In the section below, please list the jurisdictions your subregional area covers and housing element progress. The rubric below can be used to indicate housing element progress: Use additional space or add additional lines, if needed.

- A. Work on housing element update has not been initiated*
- B. Draft housing element update is underway/proceeding, but not yet submitted to HCD*
- C. Draft housing element update has been submitted to HCD; HCD review is pending or has been received*
- D. Revised Draft housing element update pursuant to initial HCD review is proceeding*
- E. Revised Draft housing element update has been submitted to HCD, HCD review is pending or has been received*
- F. Housing element update has been Adopted and submitted to HCD, certification pending*
- G. Adopted housing element being revised pursuant to HCD review noncompliance findings*
- H. Housing element update has been adopted, submitted to HCD, found in compliance with State law, and is being implemented*

Jurisdiction	Housing element progress as reported in application	Housing element progress (A-F) April 2021	Housing element progress (A-F) February 2022	Housing element progress (A-F) February 2023	Housing element progress (A-F) June 2023
		Choose an item.	Choose an item.	Choose an item.	Choose an item.