

**From:** Ken Spirito  
**Sent:** Mon, 27 Feb 2017 22:21:37 +0000  
**To:** Kelly, David R. (VDOT) (David.Kelly@VDOT.Virginia.gov)  
**Subject:** FW: REMINDER - SCASDP Quarterly Reports Due October 15  
**Attachments:** SCASD QTLY Report 10-14.docx

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**From:** Ken Spirito  
**Sent:** Tuesday, October 21, 2014 1:42 PM  
**To:** albert.muldoon@dot.gov  
**Subject:** RE: REMINDER - SCASDP Quarterly Reports Due October 15

AJ,

QTLY report for PHF is attached.

Ken

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**From:** [albert.muldoon@dot.gov](mailto:albert.muldoon@dot.gov) [<mailto:albert.muldoon@dot.gov>]  
**Sent:** Friday, October 10, 2014 10:01 AM  
**To:** [albert.muldoon@dot.gov](mailto:albert.muldoon@dot.gov)  
**Subject:** REMINDER - SCASDP Quarterly Reports Due October 15

All,

Just a reminder that the quarterly report required under your Small Community Air Service Development Program (SCASDP) Grant Agreement for the third quarter of 2014 is due October 15<sup>th</sup>. There is no specific format required for the report and it can simply be emailed to myself. A description of the contents of the report can be found in section C.4 of your grant agreement and are outlined below:

Project reports shall include the following: (i) brief narrative detailing the status of the Grant Project and the progress being made towards the scope of the Grant Project described in Section C.2; (ii) status report on the hiring of any consultants in conjunction with implementation of the Grant Project; (iii) status report on progress toward completion of the In-Kind Contributions committed to implementation of the Grant Project, including documentation evidencing that In-Kind Contributions were made; (iv) status report on all marketing or promotional activities undertaken; (v) status report on contract negotiations with Air Carriers, including any revenue guarantee/subsidy/financial incentive agreements; and (vi) status report on contract negotiations with other third parties in conjunction with implementation of the Grant Project.

Please feel free to contact me if you have any questions.

Regards,

A.J.

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