



Quarterly Progress Report

Local Government: _____ Contract #: _____

Quarter Ending: March ____ June ____ September ____ December ____

Local Contact: _____ Contact's Telephone: _____

Contact's E-mail Address: _____

Table 1: Refer to Attachment A of your subgrant agreement to complete the table below.

Activity Number	Description	National Objective	Unit of Measure	Units Completed		Beneficiaries Served		LMI Beneficiaries	
				This Quarter	Total to Date	This Quarter	Total to Date	This Quarter	Total to Date

Table 2: Describe the current status of the project. Report all accomplishments and any problems that may delay project completion.

Quarterly Progress Report

Table 3: Describe the Fair Housing activity that was conducted during the quarter, and list the date it was conducted and the number of people who participated in/were reached by the activity.

Table 4: Enter the number of beneficiaries served by race		
Race	Served this Quarter	Served to Date
White		
Black/African American		
Asian		
American Indian or Alaskan Native		
Native Hawaiian/Pacific Islander		
American Indian or Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi-racial		
Totals		

Table 5: Projected payment request for next quarter	
Quarter	Total amount expected to be requested
<input type="checkbox"/> January to March ____	\$
<input type="checkbox"/> April to June ____	
<input type="checkbox"/> July to September ____	
<input type="checkbox"/> October to December ____	

Instructions for Completing the Quarterly Status Report

Use the tab key to move between text fields, check boxes, and drop down boxes. Left click on the appropriate check box to make an “X” appear.

Type in the local government name, contract number, and the local contact’s name, telephone number and e-mail address. Left click on the appropriate month for the end of the quarter being reported and click on the drop down box to get the year.

In Table 1, copy the activity numbers, descriptions and units from Attachment A of your contract. For National Objective, use “LMI” for low- and moderate-income, use “S&B” for slum and blight, and use “UN” for urgent need. Report the actual number of “Units Completed,” “Beneficiaries Served,” and “LMI Beneficiaries” during the quarter being reported and for the project period to date.

In Table 2, describe what was done during the quarter. Report all accomplishments. If problems were encountered during the quarter, such as a delay in getting permits issued or bad weather, that might affect the project timeline, include them in the narrative.

In Table 3, list the Fair Housing activity that was conducted during the quarter. Include the date and location of the activity and the number of people that participated in the event.

In Table 4, give a breakdown by race of the beneficiaries that were served during the quarter and for the entire project period to date.

In Table 5, check the appropriate quarter and use the drop box to select the year. Then list the estimated dollar amount that will be requested during the new quarter.

Save the report under a new file name and then e-mail a copy to your grant manager. Ask for a return receipt to confirm that your grant manager received the e-mail. You can also mail a hard copy to your grant manager at the address below:

Department of Economic Opportunity
Small Cities CDBG Program
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508