



Quarterly Progress Report

Recipient: _____ 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 and Description	Unit	Units Completed		Beneficiaries Served		Very Low-Income Beneficiaries		Low-Income Beneficiaries		Moderate-Income Beneficiaries	
		This Quarter	Total to Date	This Quarter	Total to Date	This Quarter	Total to Date	This Quarter	Total to Date	This Quarter	Total to Date

(VLI = 30.0% or less of Average Median Income (AMI). LI = 30.01% – 50.0% of AMI. MI = 50.01% – 80.0% of AMI.)

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

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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 category				
Race	Served this Quarter		Served to Date	
	All	Hispanic	All	Hispanic
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				
	Served this Quarter		Served to Date	
Female Heads of Households				
Elderly Beneficiaries				
Disabled Beneficiaries				

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 Recipient name, contract number, and the local contact’s name, telephone number and e-mail address. Left click on check box to indicate 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 and descriptions and the units from Attachment A of your contract. Report the actual number of “Units Completed,” “Beneficiaries Served,” “Very Low-Income Beneficiaries” “Low-Income Beneficiaries,” and “Moderate-Income Beneficiaries” for the quarter being reported and for the project period to date.

(Very Low Income = 30.0% or less of AMI. Low Income = 30.01% – 50.0% of AMI. Moderate Income = 50.01% – 80.0% of AMI.)

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 of the beneficiaries that were served during the quarter and for the entire project period to date by race and other indicated categories.

In Table 5, check the appropriate quarter and use the drop-down 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