WQIP - Quarterly Report Template

Quarterly Reports may be prepared using the following format and MUST provide the following information:

1. Quarterly report dates
2. Municipal agency and contact information
3. Report preparer's name and contact information
4. Progress Activity:
	1. Provide a narrative description of progress toward project completion and work accomplished during the reporting period.
	2. Provide the status of each task (refer to Project Work Plan) and report percent completed and percent spent for each task.
	3. Identify any approved changes to approved plan and specifications.
5. Problems encountered during quarter and how problems were resolved.
6. Financial Status: Use Expenditure and Reimbursement Report form. Be sure to explain where local match has been provided this quarter.
7. Revised Project Schedule: Explain if project is not meeting time schedule and why. Note: If a delay in the project schedule causes the project to exceed it's completion date, the contract will have to be amended. In that case, it is critical to request the contract amendment as soon as possible.