



Progress Report Form

CITT Off-Season Stock Water Mitigation Grant Program

Quarterly Progress Report Due Dates

Quarter	Period	Due Date
1	January 1-March 31	April 15
2	April 1-June 30	July 15
3	July 1-September 30	October 15
4	October 1-December 31	January 15

Grant Recipient Information

Grant Recipient: _____

Project Title: _____

Grant Agreement

Number: _____

Reporting Period: _____

Type of Report

Select One.

☐ Progress Report **with** Reimbursement Request.

☐ Progress Report **without** Reimbursement Request.

Required Report Attachments

Check to indicate the required attachments are included with this report.

☐ **Updated Schedule Form is included with this report (REQUIRED).**

The schedule form should be an accurate reflection of the status of the project, including bid and construction information. **The schedule you are attaching must be appropriate given the Grant Term End Date in the grant agreement (or executed grant amendment).**

☐ **Updated Budget Tracking Spreadsheet is included with this report (REQUIRED).**

Include an updated budget spreadsheet that reflects current and previous expenditures on the grant(s). The tracker should be accurate through the end of the reporting period and include all incurred expenditures for all funding sources regardless of whether a reimbursement is requested. **Budget in the grant agreement (Appendix B) must match the current project budget you are attaching.**

1. **Grant Activities this Reporting Period (REQUIRED)**

List project tasks outlined in Attachment A – Scope of Work in the grant agreement (or executed grant amendment). Summarize activities that occurred under each task during the reporting period, including tasks with no activity. Provide an overview of progress on the overall project. Indicate tasks completed.

Example

- *Deliverable: New well installation. Update: Installation is 80% complete.*
- *Deliverable: Replace existing well pumps and controls. Update: No activity this quarter.*

2. Problems or Concerns (REQUIRED)

Discuss any problems or concerns that have arisen (e.g., problems with the schedule, contractors, or budget items). Include steps underway to alleviate problems.

3. Next Reporting Period's Grant Activities (REQUIRED)

List project tasks outlined in Attachment A – Scope of Work in the grant agreement (or executed grant amendment). Summarize activities that will occur next quarter under each task, including tasks with no expected activity. Indicate tasks expected to be completed.

Example

- *Deliverable: New well installation. Update: Anticipate completion of installation.*
- *Deliverable: Replace existing well pumps and controls. Update: Planning installation.*

Grant Agreement Checklist

Review the Grant Agreement and executed grant amendment(s). Respond to the questions below.

- 1. Review Agreement Section 2. Term** – Is the Term End Date in the grant agreement still appropriate for the project?

☐ **YES** – Term End Date in the grant agreement is appropriate for the project to date.

☐ **NO or NOT SURE – Contact your Grant Manager ASAP to explain.** A grant amendment may be needed.

- 2. Review Grant Agreement Attachment A – Scope of Work (Tasks/Deliverables)** – Do the tasks/deliverables listed in the Scope of Work in the grant agreement (or executed grant amendment) accurately reflect the project to date?

☐ **YES** – Scope of Work in the grant agreement accurately reflects the project to date.

☐ **NO or NOT SURE – Contact your Grant Manager ASAP to explain.** A grant amendment may be needed.

Supplemental Documentation (Optional)

Consider including the any of the following documents with this report.

- **Photos** of project or project work to date.
- **Submittal documents** received since last quarter (e.g., permit approvals, bid or contract documents, etc.).

Submitter Information (Required)

Report Preparer Name: _____

Title: _____

Email: _____

Return to Samantha Kemp, Grant Administrative Specialist, samantha.kemp@mt.gov by the quarterly report deadline.