

Quarterly Report Instructions

Indiana State Parks, Community Grants & Trails



General Information

- Fill in the project name and grant number as they appear on the State Grant Agreement.
- Fill in the contact information section with the local project manager's information. If a consultant is assisting with the project, their contact information should also be provided.
- Indicate the date of the report and the timeframe the report covers.
 - Please note: the first quarterly report should cover any eligible pre-agreement activities, thus the start date of the report should be back-dated to the date of the grant award announcement.

Progress Report

1. Fill in the 'Task' column with milestones related to the project. These milestones will vary from project to project, please work with your assigned Grant Coordinator to determine appropriate milestones before submitting the first quarterly report.
2. Fill in the 'Timeline' column with the appropriate timeframe for each milestone. These timeframes should be in accordance with the project timeline agreed upon in the application phase.
3. Fill in the 'Status' column with the status option that best fits the particular task: Completed; In Progress (behind, on-time); Behind Schedule; On Schedule.

Grant Spend Overview

1. Fill in the 'Scope Item' column with the scope items identified in the State Grant Agreement cost breakdown.
 - a. Scope items should be categorized into phases. Typically Phase 1 includes land acquisition and design/engineering, while Phase 2 is for construction. Please work with your assigned Grant Coordinator to organize scope items into phases prior to submitting the first Quarterly Report.
 - b. If there are scope items that will be covered by donations, force account, or volunteer labor, please identify them in this column.
2. Fill in the 'Funds Spent to Date' column with the amount of money paid toward that specific scope item, up to the end-date of the report's period.
 - a. A good rule of thumb is to look at the documentation available for the payment. If you have an invoice, cleared check, and local payment voucher, you should include the total payment amount in the 'Funds Spent to Date' column. *Please refer to Chapter 6 for specific billings guidance.*
3. Fill in the 'Cost Estimate' column with the total estimated cost for the scope item as identified in the State Grant Agreement's cost breakdown.
4. Fill in 'Check' Box A with the total funds spent to date for all scope items. 'Check' Box B should be the total project costs as identified in the State Grant Agreement's cost breakdown.

Narrative Section

Progress Since Last Report: Provide a narrative description of the progress achieved since the last report.

- If force account or volunteer labor was utilized during the reporting timeframe, please identify how many hours were accumulated and the anticipated match value.
- If a billing was submitted during the reporting period, please identify the total reimbursement request and the date sent to CGT for review. If reimbursement funds were received, please identify the date and confirm amount.

Anticipated Work Next Quarter: Identify the major project milestones to be achieved in the next reporting period. If specific dates are available (e.g. when bids will be opened) then please mention them here.

Land Acquisition summary: Identify any progress made regarding land acquisition including appraisals, offers/negotiations, DNR Approvals, purchases/donations, and transfers of title. *Please read Chapter 4 very closely to ensure that the proper land acquisition guidelines are followed.*

Permitting/Environmental Summary: Identify any progress made towards environmental reviews, permitting, and any project related coordination with agencies apart from Indiana State Parks. You should also identify if you are waiting on communication/have received from another stakeholder with environmental or historical permitting power, such as US Army Corps of Engineers or State Historic Preservation (SHPO). *Please provide copies of correspondence where applicable.*

Design/Engineering Summary: Identify any progress made towards design and engineering for the project, including how the plans have developed since the last report (e.g. 70% complete). Please identify a target date for the plans to reach 90% completion and update as necessary. *CGT plan reviews focus on safety, ADA compliance, and project scope items. Please coordinate with your assigned Grant Coordinator to ensure a sufficient level of detail is provided for CGT review prior to the initial plan submittal.*

Obstacles or Hardships: Describe any hurdles or setbacks that the project has experienced during the reporting period. This could include supply-chain delays or poor weather conditions, to name a few. *If the project experiences a major obstacle, please contact your assigned Grant Coordinator as soon as possible.*

Potential Scope or Budget Changes: Describe any possible scope or budget changes that may need CGT's approval. These may include reducing the project scope due to high cost of materials or adding a new scope item because costs were saved elsewhere. *All scope or budget changes must be approved by CGT prior to action being taken.*

Information needed from DNR or external stakeholders: Describe any questions you may have for the CGT team.

Attach Photos of any progress on the ground: These photos may help your assigned Grant Coordinator identify issues during the construction phase, so all parties can avoid issues during the final close-out of the project. Additionally, CGT may showcase the project's progress on our social media outlets.