

Idaho EECBG Quarterly Report

Quarterly Report Due Dates (based on Federal Fiscal Year dates)		
Quarter	Reporting Period	Due Date
Q1	July 1 – September 30	October 15
Q2	October 1 – December 31	January 15
Q3	January 1 – March 31	April 15
Q4	April 1 – June 30	July 15

Project Reference Number (Refer to subaward agreement):	
Project Title:	
Project Subrecipient:	
Project Address:	
Contact Name(s):	
Contact Information:	

1. Reporting period covered by this progress report (start date, end date, quarter):

2. Provide a brief narrative of work accomplished during this reporting period. If project includes multiple activities, please provide an update on each activity. Narrative could include, but is not limited to:
 - a. Conducting research to support compliance with federal requirements.
 - b. Drafting/issuing bid solicitations and ensuring alignment with Federal, State and Local procurement laws.
 - c. If Project Checklist is not complete, note progress made.
 - d. If Project has started, what progress has been made.
 - e. Dates in which virtual LCPTracker training sessions were completed by subrecipient and contractor.
 - f. Submission of any Davis Bacon weekly payroll reports through LCPTracker.
 - g. Any costs incurred including personnel, equipment, contractual, etc.

3. Please explain, if applicable, any variations from the proposed project that occurred during this report term and the reason(s).

4. Please provide, if applicable, the names and addresses of any contractors or subcontractors that are working on the project.

5. List supporting documentation that is being submitted with this progress report (i.e. project pictures, BABA certifications, equipment lists, etc.)