quarterly Performance Report

# quarterly Project Report Template

A Quarterly Performance Report must be received within 30 days after the close of each quarter for the length of the project (see reporting schedule below).

**Reporting Periods Report Due on or before**

October 1 – December 31 January 31

January 1 – March 31 April 30

April 1 – June 30 July 31

July 1 – September 30 October 31

## Project Information

|  |  |
| --- | --- |
| **Project Title** | Enter Project Title as Stated on the Grant Agreement. |
| **Organization Name:** | Enter Recipient Organization Name. |
|  | |
| **Project Contact** | |
|  | |
| **Name:** | Enter the Project Contact’s Name. |
| **Phone:** | Enter the Project Contact’s Phone Number. |
| **Email:** | Enter the Project Contact’s Email. |

# period of performance – October 2019 – December 2019

# Performance Narrative

## Activities Performed

Address the below sections as they relate to this reporting period.

### Accomplishments

**Estimate the Total Percentage (%) of Work Completed on the Project** Enter Percent%

List your accomplishments or activities for this period of performance, and indicate how these accomplishments assist in the fulfillment of your project’s objective(s), identifying the specific objective(s) from the Accepted Project Proposal.

| **#** | **Accomplishment/Activity** | **Relevance to Objective** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Challenges and Developments

Provide any challenges to the completion of your project or any positive developments outside of the project’s original intent that you experienced during this reporting period. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

| **#** | **Challenge or Development** | **Corrective Action or Project Change** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Outcome and Indicator Results to Date

Please list the Outcomes and Indicators you selected in your accepted project proposal, and identify the quantifiable results, along with an update on their progress. It is understood that the results may not yet be final at the time that this report is submitted; however, please provide an update on the progress to date.

|  |  |  |
| --- | --- | --- |
| **#** | **Outcome/Indicator** | **Quantifiable Results** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Discussion of activities performed (If Needed)

Provide any additional information that has not already been covered by Accomplishments, Challenges, and/or Outcomes sections. This section is not required.

|  |
| --- |
|  |

## Upcoming Activities

Describe activities you plan to complete during the next reporting period.

|  |  |  |
| --- | --- | --- |
| **#** | **Activity** | **Anticipated Completion** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

## Project Expenditures to Date

### Expenditures

| **Cost Category** |  | **Total Federal Expenditures To Date**  **(Federal Funds ONLY)** |
| --- | --- | --- |
|  |  |  |
| **Total Federal Costs** |  |  |

### matching funds (if applicable)

| **Source/Nature**  **(i.e., salary, etc.)** |  | **Amount Provided** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Matching Funds Provided** |  |  |

### Program Income (if applicable)

| **Source/Nature**  **(i.e., registration fees)** |  | **Amount Earned** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Program Income Earned** |  |  |

|  |
| --- |
| **Use of Program Income** |
| *Describe how the earned program income was used to further the objectives of this project.* |
|  |

# period of performance – january 2020 – march 2020

# Performance Narrative

## Activities Performed

Address the below sections as they relate to this reporting period.

### Accomplishments

**Estimate the Total Percentage (%) of Work Completed on the Project** Enter Percent%

List your accomplishments or activities for this period of performance, and indicate how these accomplishments assist in the fulfillment of your project’s objective(s), identifying the specific objective(s) from the Accepted Project Proposal.

| **#** | **Accomplishment/Activity** | **Relevance to Objective** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Challenges and Developments

Provide any challenges to the completion of your project or any positive developments outside of the project’s original intent that you experienced during this reporting period. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

| **#** | **Challenge or Development** | **Corrective Action or Project Change** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Outcome and Indicator Results to Date

Please list the Outcomes and Indicators you selected in your accepted project proposal, and identify the quantifiable results, along with an update on their progress. It is understood that the results may not yet be final at the time that this report is submitted; however, please provide an update on the progress to date.

|  |  |  |
| --- | --- | --- |
| **#** | **Outcome/Indicator** | **Quantifiable Results** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Discussion of activities performed (If Needed)

Provide any additional information that has not already been covered by Accomplishments, Challenges, and/or Outcomes sections. This section is not required.

|  |
| --- |
|  |

## Upcoming Activities

Describe activities you plan to complete during the next reporting period.

|  |  |  |
| --- | --- | --- |
| **#** | **Activity** | **Anticipated Completion** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

## Project Expenditures to Date

### Expenditures

| **Cost Category** |  | **Total Federal Expenditures To Date**  **(Federal Funds ONLY)** |
| --- | --- | --- |
|  |  |  |
| **Total Federal Costs** |  |  |

### matching funds (if applicable)

| **Source/Nature**  **(i.e., salary, etc.)** |  | **Amount Provided** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Matching Funds Provided** |  |  |

### Program Income (if applicable)

| **Source/Nature**  **(i.e., registration fees)** |  | **Amount Earned** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Program Income Earned** |  |  |

|  |
| --- |
| **Use of Program Income** |
| *Describe how the earned program income was used to further the objectives of this project.* |
|  |

# period of performance – april 2020 – june 2020

# Performance Narrative

## Activities Performed

Address the below sections as they relate to this reporting period.

### Accomplishments

**Estimate the Total Percentage (%) of Work Completed on the Project** Enter Percent%

List your accomplishments or activities for this period of performance, and indicate how these accomplishments assist in the fulfillment of your project’s objective(s), identifying the specific objective(s) from the Accepted Project Proposal.

| **#** | **Accomplishment/Activity** | **Relevance to Objective** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Challenges and Developments

Provide any challenges to the completion of your project or any positive developments outside of the project’s original intent that you experienced during this reporting period. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

| **#** | **Challenge or Development** | **Corrective Action or Project Change** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Outcome and Indicator Results to Date

Please list the Outcomes and Indicators you selected in your accepted project proposal, and identify the quantifiable results, along with an update on their progress. It is understood that the results may not yet be final at the time that this report is submitted; however, please provide an update on the progress to date.

|  |  |  |
| --- | --- | --- |
| **#** | **Outcome/Indicator** | **Quantifiable Results** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Discussion of activities performed (If Needed)

Provide any additional information that has not already been covered by Accomplishments, Challenges, and/or Outcomes sections. This section is not required.

|  |
| --- |
|  |

## Upcoming Activities

Describe activities you plan to complete during the next reporting period.

|  |  |  |
| --- | --- | --- |
| **#** | **Activity** | **Anticipated Completion** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

## Project Expenditures to Date

### Expenditures

| **Cost Category** |  | **Total Federal Expenditures To Date**  **(Federal Funds ONLY)** |
| --- | --- | --- |
|  |  |  |
| **Total Federal Costs** |  |  |

### matching funds (if applicable)

| **Source/Nature**  **(i.e., salary, etc.)** |  | **Amount Provided** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Matching Funds Provided** |  |  |

### Program Income (if applicable)

| **Source/Nature**  **(i.e., registration fees)** |  | **Amount Earned** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Program Income Earned** |  |  |

|  |
| --- |
| **Use of Program Income** |
| *Describe how the earned program income was used to further the objectives of this project.* |
|  |

# period of performance – july 2020 – september 2020

# Performance Narrative

## Activities Performed

Address the below sections as they relate to this reporting period.

### Accomplishments

**Estimate the Total Percentage (%) of Work Completed on the Project** Enter Percent%

List your accomplishments or activities for this period of performance, and indicate how these accomplishments assist in the fulfillment of your project’s objective(s), identifying the specific objective(s) from the Accepted Project Proposal.

| **#** | **Accomplishment/Activity** | **Relevance to Objective** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Challenges and Developments

Provide any challenges to the completion of your project or any positive developments outside of the project’s original intent that you experienced during this reporting period. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

| **#** | **Challenge or Development** | **Corrective Action or Project Change** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Outcome and Indicator Results to Date

Please list the Outcomes and Indicators you selected in your accepted project proposal, and identify the quantifiable results, along with an update on their progress. It is understood that the results may not yet be final at the time that this report is submitted; however, please provide an update on the progress to date.

|  |  |  |
| --- | --- | --- |
| **#** | **Outcome/Indicator** | **Quantifiable Results** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

### Discussion of activities performed (If Needed)

Provide any additional information that has not already been covered by Accomplishments, Challenges, and/or Outcomes sections. This section is not required.

|  |
| --- |
|  |

## Upcoming Activities

Describe activities you plan to complete during the next reporting period.

|  |  |  |
| --- | --- | --- |
| **#** | **Activity** | **Anticipated Completion** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

## Project Expenditures to Date

### Expenditures

| **Cost Category** |  | **Total Federal Expenditures To Date**  **(Federal Funds ONLY)** |
| --- | --- | --- |
|  |  |  |
| **Total Federal Costs** |  |  |

### Discussion of expenditures

**If the Total Federal Expenditures are less than 30% of the original award amount after the 1st year or less than 60% after the 2nd year, include a statement explaining how the grant funds will be expended and project activities completed as planned by the end date of the grant agreement.**

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| --- |
|  |

### matching funds (if applicable)

| **Source/Nature**  **(i.e., salary, etc.)** |  | **Amount Provided** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Matching Funds Provided** |  |  |

### Program Income (if applicable)

| **Source/Nature**  **(i.e., registration fees)** |  | **Amount Earned** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Program Income Earned** |  |  |

|  |
| --- |
| **Use of Program Income** |
| *Describe how the earned program income was used to further the objectives of this project.* |
|  |