



HOUSING AND COMMUNITY DEVELOPMENT SERVICES

Community Development Block Grant (CDBG) QUARTERLY PROGRESS REPORT (QPR)

Quarterly Reports should be submitted no later than 30 days after the last day of the previous quarter. Report due dates are October 30, January 30, and April 30. Please attach additional sheets if needed. We may need to suspend payments on this grant if we do not receive completed quarterly reports when they are due. We appreciate your cooperation and look forward to the successful completion of this project.

CDBG Subrecipient Name: _____

CDBG Subrecipient Address: _____

Contact Person: _____

Contact Phone: _____

Contact Email: _____

HUD Activity Number (IDIS): _____

Contract Amount: _____

County Contract Number: _____

County Year: _____

Project Name: _____

Project Description: _____

Project Location(s): _____

Period Covered (check one:)

- ☐ 1st Quarter: Jul. 1 to Sept 30
- ☐ 2nd Quarter: Oct.1 to Dec. 31
- ☐ 3rd Quarter: Jan. 1 to Mar. 31
- ☐ 4th Quarter: Complete CAPER

Actual Contract Expenditures:

Total Funds Spent to Date	Amount Remaining (Contract Amount minus Funds spent)	Claims Submitted this Quarter? (Yes/No)	If no claims were submitted, Why?

If project is complete, can the remaining balance be reallocated? (Yes/No)	Remaining balance after payment of final claim:

Projections for Remaining CDBG funds:

1 st Quarter: July-Sep	2 nd Quarter: Oct-Dec	3 rd Quarter: Jan-Mar	4 th Quarter: April	4 th Quarter: May-Jun	Total Expenditures	Balance

Expected Project Completion Date: _____



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Accomplishments:

1. Brief description of accomplishments during this quarter:

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2. What activities are currently underway?

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3. What problems are you experiencing with meeting your goals? If applicable, what actions are being taken to mitigate the problem?

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4. Anticipated accomplishments (next milestone) for the next quarter:

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Construction (if applicable):

Project Tasks	Actual Date of Completion	Expected Date of Completion
Project Design		
Advertise Bid Documents		
Open Bid Documents		
Contract Award		
Pre-Construction Conference		
Project Completion		

Estimate the project completion percentage as of this reporting period: _____

Contactor Awardee Information:

Contractor's Name:	Contract Amount:	Prevailing Wage Decision Number: (Ex. CA20220001/Mod 9, 08/05/22, Building)	Wage Decision Lock-in Date (MM/DD/YY):*

*For contracts entered into through competitive bidding procedures, the bid opening date locks-in the wage decision, provided that the contract is awarded within 90 days. If the contract is awarded more than 90 days after bid opening, the contract award date locks-in the wage decision. For contracts, purchase orders, or other agreements for which there is no bid opening or award date, use the construction start date as the lock-in date.

QPR Completed By	Email Address:	Date:

Reviewed and Approved by COR