



# Quarterly Performance Report

## GRANT INFORMATION:

Grant Number:	Grant Award \$:
Project Name:	Award End Date:
Organization:	
County:	DFFM District:

## REPORT INFORMATION:

Calendar Year:	Calendar Quarter Q1 (Jan-Mar), Q2, Q3, Q4:
Name of person completing report:	
Submittal Date:	

**PROJECT OBJECTIVES ACCOMPLISHED:** (During this quarterly reporting period, what progress has been made toward meeting the project objectives stated in the Project Plan? Provide quarterly and cumulative numbers for key criteria, such as acres completed, trees planted, educational programs delivered, etc.)

PLANNED OVERALL		ACTUAL		
Project Objectives	Total Project Goal	Previously Reported	+ Current Quarter	= Cumulative Total

**Program-Specific Reportables (if applicable)**

1				
2				
3				
4				
5				

***Is this Project On Track?*** (Yes / No)

**Use the following sections to describe activities for this quarter and for the overall project status.**  
*Additional items may be enclosed or attached, such as added narrative, detailed tables, pictures, maps, or other items.  
 (Please list any additional items in the narrative to assure they are recorded.)*



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**NARRATIVE REPORT / THIS QUARTER: What progress has been made THIS QUARTER in**

**accomplishing the project objectives?** Describe activities for the quarter to support the status reported in the tables above. Include comments regarding accomplishments for employees, contractors, and volunteers; and describe the status of planning or purchasing activity if applicable. *(MAX: 1400 Characters – attach additional materials if needed)*

**NARRATIVE REPORT / OVERALL PROJECT: What is the success in meeting the OVERALL**

**measurement criteria identified in the Project Plan?** Describe the overall project status to support the numbers listed in the tables above. What major milestones have been achieved and what are the next major activities planned? If the project is not on track or goals are not being met, please provide an explanation. If there are any factors that have, or will have, a significant impact on the successful project completion, provide details and explain the actions being taken or assistance that may be needed. *(MAX: 1400 Characters – attach additional materials if needed)*