

Attachment 1a

Brownfields Cleanup Loan/Grant Agreement Example Quarterly Report Outline

The Quarterly Report is to be provided to the RLF Program Manager.

COVER LETTER

1. Applicants Name

2. City fiscal quarter covered by report: Use City fiscal quarters (i.e. July 1 – Sept 30, 2008 = Quarter 1, 2009; Oct 1 – Dec 31, 2008 = Quarter 2, 2009; Jan 1 – Mar 31, 2009 = Quarter 3, 2009; April 1 – June 30, 2009 = Quarter 4, 2009).

3. Quarterly Report Number: Corresponding to the number of quarter since the agreement was entered into.

4. Prepared by: Give the name, office/department, address, email and phone number of person who prepared this report.

5. Submitted by (if different): Give the name, office/department, address, email and phone number of person or entity submitting the Quarterly Report.

QUARTERLY REPORT

1. Modifications to Budget

Include a description of all modifications to the schedule or budget approved during the reporting period. Also mention in this section modifications to the schedule or budget that are being requested. If you are requesting a formal modification, revisions to your schedule or budget should be attached. Modifications become effective upon the City of Sacramento's approval.

2. Progress Report

Describe the work accomplished during the reporting period. Include any milestones reached during this quarter. Please segregate those activities that were accomplished with City BRLF funds from activities accomplished from other funding sources. Compare your progress to the project schedule and discuss any discrepancies. Also explain in this section any delays or other problems encountered during this reporting period and describe corrective measures that are planned.

3. Activities Anticipated in Next Reporting Period

Briefly describe activities that are being planned for the next reporting period.

4. Budget Status

Funds Expended – Report those funds expended during the quarter and provide a total of the funds expended throughout the life of the grant (see attached Table 1 and 2).

Table 1 – Summary of Quarterly Expenses by Task for Report Period

Budget Categories	Task 1 (include Title)	Task 2 (include Title)	Task 3 (include Title)	Task 4 (include Title)	Total Quarterly Expenses
Personnel					
Fringe Benefits					
Contractual					
Other					
Total Direct Charges					
Indirect Costs					
Total Current Quarterly Expenses					
Cumulative Overall Project Expenses					

Table 2 – Summary of Expenses by Category for Report Period

Budget Categories	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Cumulative Expenses	Balance
Personnel					
Fringe Benefits					
Contractual					
Other					
Total Direct Charges					
Indirect Costs					
Total Cumulative Expenses					