

Quarterly Status Report Overview

This overview serves as an instructional guide to address frequently asked questions about the report.

Subgrantee Detail | This section captures basic information about the subgrantee and the project.

Subgrantee Project Status Report (Quarterly)

| | | |
|----------------------------------|------------------|--------------------------------------|
| Subgrantee | | |
| Subgrant Title | | |
| Subgrant Number | | |
| New Subgrantee Point of Contact? | 1 | |
| Period Covered | 2 | |
| Award Amount | | \$0.00 |
| Period of Performance | 3 | |
| List Continuation Project(s) | 4 | |
| | Subgrant Number: | Award Amount: \$0.00 Spending start: |
| | Subgrant Number: | Award Amount: \$0.00 Spending start: |

Note: Please ensure all information in NCR/GMS is up-to-date.

This is the final status report for this subgrant. (Check if true).

No activity to report this period. (Check if true and explain in Section 1 Major Issues).

- 1 If the current Point of Contact varies from the Project Management Plan (PMP) then complete this field.
- 2 Click the arrow to select the **Period Covered** and the applicable year for this status report.
For example: The report due on January 10, 2011 would cover the period Q4 (Oct.-Dec.) 2010.
- 3 Refer to your subgrant award or any applicable Grant Adjustment Notice (GAN) to determine the end of your subgrant's **Period of Performance**.
- 4 If this is a continuation project, include the **Subgrant Number**, **Award Amount**, and the **Spending Start** date of related project(s).

1. Major Issues | This section should include issues such as reductions in cost of the service, or equipment, or a change in scope of the project. Make sure to mention any unforeseen incidents that could prolong the period of performance such as if an equipment manufacturer no longer produces the needed technology.

1. Major Issues

List any major issues that could affect the successful completion of the project by the end of the period of performance, including any issues that may affect grant spending.

| Issue | Puts Project at Risk? (Explain) |
|-------|---------------------------------|
| | |

2. Spend Plan | This section should be completed by referencing the Spend Plan section in the PMP. The **Expended to Date** column should reflect actual spending as of the last day of the period covered. Also, if the final reimbursement has been submitted for the line item, please indicate this by checking the appropriate box.

2. Spend Plan

Excerpt from Quarterly Status Report

Please list all item as defined in the PMP and report the current spending for each item.

| Item | Estimated Cost | Expended to Date | Balance | Final Reimbursement Requested? |
|------|----------------|------------------|---------|--------------------------------|
| | | | \$ 0.00 | <input type="checkbox"/> |

- 1 Copy and paste the **Item(s)** from the PMP.
- 2 Copy and paste the **Estimated Cost(s)** from the PMP.

4. Spend Plan

Excerpt from PMP

4.1. Financial Plan

AEL Authorized Equipment List - this information will be used to enter the spend plan in NCR/GMS.
Comptroller Object: To be filled by DC Agencies Only - this information will be used to load the budget.
POETE Planning, Organization, Equipment, Training, Exercises

| AEL | Comptroller Object | POETE | Derivative Task # | Item | Unit Cost | Units | Estimated Cost |
|-----|--------------------|-------|-------------------|------|-----------|-------|----------------|
| | | | | | | 0 | \$ 0.00 |
| | | | | | | 0 | \$ 0.00 |

Quarterly Status Report Overview

3. Deliverables | This section should be completed by referencing the Deliverables and Tasks section of the PMP. The % **Complete** column should reflect the project's progress as of the last day of the period covered.

3. Deliverables *Excerpt from Quarterly Status Report*

Please list all deliverables as defined in the PMP and assign a percentage of completion to each.

| # | Deliverable | Length of Time | End Date | % Complete |
|----|-------------|----------------|----------|------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

3. Deliverables and Tasks *Excerpt from PMP*

| # | Deliverable | # | Task | Length of Time | End Date |
|---|-------------|-----|------|----------------|----------|
| 1 | | 1.1 | | | |
| | | 1.2 | | | |
| | | 1.3 | | | |
| | | 1.4 | | | |
| | | 1.5 | | | |
| 2 | | 2.1 | | | |
| | | 2.2 | | | |

- 1 Copy and paste the **Deliverables** from the PMP (do not include tasks).
- 2 Copy and paste the **Length of Time** and **End Date** from the PMP (report updates/changes to the original schedule here).

4. Quarterly Accomplishments | This section allows the subgrantee the opportunity to highlight any achievements made during this quarter. Examples would include, but are not limited to, completing an exercise

4. Quarterly Accomplishments

Describe activities/progress made on the project during this quarter. Please reference the deliverable(s) the accomplishment relates to in the narrative

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