

ITP Quarterly Report Template

Indiana State Parks, Community Grants & Trails

Project Name:

Grant #:

Contact Information: *Name/title/phone/e-mail*

Report Date: *1st Quarter 2021 (Jan. 1-Mar. 31, 2021)*

Progress Report

(provide additional detail in Narrative Section below)

Timeline	Task	Status
<i>Month/Year- Month/Year</i>		<i>Completed</i>
		<i>In Progress (behind, on-time)</i>
		<i>Behind Schedule</i>
		<i>On Schedule</i>

‘Status’ Options: Completed; In Progress (behind, on-time); Behind Schedule; On Schedule

Grant Spend Overview

Scope Item	Funds Spent to Date	Cost Estimate
<i>Phase 1: Land Acquisition – Appraisals</i>		
<i>Phase 1: Design & Engineering</i>		
<i>Phase 2: Construction</i>		
CHECK	[A: total spent to date]	[B: total project cost]

Narrative Section

Progress since last report:

Anticipated work next quarter (next steps):

Month 1:

Month 2:

Month 3:

Land Acquisition summary (attach parcel table if necessary):

Permitting/Environmental summary:

Design/Engineering summary:

Obstacles or hardships:

Potential scope or budget changes:

Information needed from DNR or external stakeholders?

Attach photos of any progress on the ground (DNR may use for promotional purposes in addition to monitoring progress).