**Next Level Trails Quarterly Report Template**

**Project Name:**

**Grant #:**

**Contact Information:** *Name/title/phone/email*

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

**Progress Report**

**(provide additional detail in Narrative Section below)**

|  |  |  |
| --- | --- | --- |
| Timeline | Task | Status |
| *Month/Year-Month/Year* |  | *Completed* |
|  |  | *In Progress (behind, on-time)* |
|  |  | *Behind Schedule* |
|  |  | *On Schedule* |

**Match / Grant Spend Overview**

|  |  |  |
| --- | --- | --- |
| Category/General Description | Match Funds | NLT Funds |
| *Phase 1: Land Acquisition – Appraisals* |  |  |
| *Phase 1: Design - Surveying* |  |  |

**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?**

**Soundbite (How would you describe the current status of the project to local media or elected official in a few sentences?):**

**Attach photos of any progress on the ground (DNR may use for promotional purposes as well as for monitoring progress).**