

# Sample ITP Quarterly Report Template

Indiana State Parks, Community Grants & Trails

**Project Name:** Hoosiertown Greenway Trail

**Grant #:** ITP23-01

**Contact Information:** Morgan Smith, Town Planner, [msmith2@hoosiertown.org](mailto:msmith2@hoosiertown.org);  
Alex McKelly, Project Manager TT&T Design Group, [mckellya@t3design.com](mailto:mckellya@t3design.com)

**Report Date:** 2<sup>nd</sup> Quarter 2023 (April 1<sup>st</sup> – June 30<sup>th</sup>, 2023)

## Progress Report

(provide additional detail in Narrative Section below)

Timeline	Task	Status
May 2023	Notified of Grant Award, begin design/environmental work and State Grant Agreement coordination	<i>In Progress (on-time)</i>
June - August 2023	Receive copy of State Grant Agreement, submit Environmental Review	<i>On Schedule</i>
September – October 2023	Submit detailed designs & draft encumbered deed for CGT review. Hopeful approval by end of October.	<i>On Schedule</i>
November – December 2023	Submit draft bidding documents for CGT review. Advertise for bid by early December . <i>Submit 1<sup>st</sup> billing</i>	<i>On Schedule</i>
January 2024	Open and award bids January 8 <sup>th</sup> , send CGT bid tabulation, award summary, and copy of contract.	<i>On Schedule</i>
March - October 2024	Construction of trail and trailhead	<i>On Schedule</i>
November 2024	Final construction punch-list determined, reach out to CGT to coordinate final inspection. <i>Submit 2<sup>nd</sup> billing</i>	<i>On Schedule</i>
December 2024	Final inspection of trail and trailhead, grand opening for the Hoosiertown community	<i>On Schedule</i>
January – March 2025	Close-out paperwork & <i>final billing</i>	<i>On Schedule</i>
April – May 2025	Final billing received, project officially closes-out	<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: Design – Environmental Review &amp; CSGP Permit</i>	\$2,600.00	\$2,800.00
<i>Phase 1: Design – Design &amp; Engineering</i>	\$8,100.00	\$35,200.00
<i>Phase 2: Construction – 0.6 miles of asphalt trail + amenities</i>		\$463,500.00
<b>CHECK</b>	<b>\$10,700.00</b>	<b>\$500,000.00</b>

## Narrative Section

### Progress since last report:

TT&T has completed the ITP environmental review and coordination with IDEM, please see attached documents. Work continues on the detailed designs of the trail; progress is on track for a September submission for CGT review. Hoosiertown’s Attorney should have a draft Notice of Restriction ready for review in July. Hoosiertown received a copy of the State Grant Agreement on June 3<sup>rd</sup> for local signatures and have returned it to the State for final approval.

**Anticipated work next quarter (next steps):**

**Month 1:** Continue design and engineering, submit draft Notice of Restriction

**Month 2:** Receive approval, and record Notice of Restriction. Design will continue

**Month 3:** Submit 90% complete plans to CGT for review by September 15<sup>th</sup>

**Land Acquisition summary (attach parcel table if necessary):** N/A

**Permitting/Environmental summary:** See attached completed environmental review and Construction Stormwater General Permit

**Design/Engineering summary:** Detailed design works continues, progress is currently at ~70%.

**Obstacles or hardships:** N/A

**Potential scope or budget changes:** N/A

**Information needed from DNR or external stakeholders?** Please provide guidance regarding crossing signage requirements for ITP. TT&T wants to ensure that they understand where ITP programmatic standards may exceed MUTCD standards.

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