Progress Report

SCFC Urban & Community Forestry (U&CF) Grant Program

Check appropriate reporting cycle:

☐ 1st Quarter (10/1-12/31, due 1/30)	☐ 3rd Quarter (4/1-6/30, due 7/30)
☐ 2nd Quarter (1/30-3/31, due 4/30)	☐ 4th Quarter (7/1-9/30, due 10/30)
☐ Final Report	

Project Information:

Project/Grant #	
Project Title:	
Organization Name:	
Contact Person:	
Contact Phone #:	
Contact E-mail:	

A. Subaward Amount (Federal):	
B. Cost Share (Match) Requirement:	
C. Total Project Amount (A+B):	

Project Status:

A. U&CF Funds Spent to Date (**Federal Share**):	
B. Cost Share Match Provided to Date (**Provided by Subrecipient**):	
C. Total Project Expenditures (A+B):	
D. Total U&CF Reimbursement Payments Received to Date:	

Status Summary:

Description of Work Accomplished to Date: Please provide a comparison of actual accomplishments to the objectives established in the agreement narrative. This will be a narrative of accomplishments.

Description of Cost Share (Match) provided to date: If applicable to your subaward, please describe volunteer hours, volunteer work, matching funds expended, and/or third party contributions

Problems Encountered: Explain delays or changed costs or conditions that significantly impair the ability to meet agreement objectives and timelines.

Changes You Plan to Propose: Please work with SCFC Urban and Community Forestry Coordinator to determine if a modification is needed (e.g., a change is needed to the objectives or financial plan).

Briefly describe work to be performed during the next reporting period.

Any other comments considered of importance but not discussed above?

Signature – Authorized Representative

Date

Please send report, letters, and any other documentation by email to: **SCFC Urban & Community Forestry Grant Program fwaite@scfc.gov**