

EXHIBIT 4-K

QUARTERLY UPDATE REPORT Montana CDBG Program – Housing and Public Facilities

NAME OF GRANTEE: _____

DATE OF ANNOUNCEMENT OF
GRANT AWARD: _____

DATE OF FIRM COMMITMENT OF
ALL OTHER NON-CDBG FUNDING: _____

GRANT CONTRACT NUMBER: #MT-CDBG-_____-_____

QUARTER: MARCH JUNE SEPTEMBER DECEMBER
(Please circle one.)

PERCENT COMPLETED: _____

DATE REPORT COMPLETED: _____

SCOPE OF WORK:

Include comments on each of the specific items in the project's Scope of Work -- as found in the Section 6 (Scope of Activities) of the CDBG contract for your project.

Milestones Completed: _____

Issues / Problems Encountered: _____

IMPLEMENTATION SCHEDULE:

Include comments on the relevant items in the Quarterly Implementation Schedule – as found in Attachment A of the CDBG contract for your project.

Milestones Completed: _____

Timeliness Compliance: _____

START-UP CONDITIONS

Chapter 1

Include comments on the items in the Project Start-up Checklist in Exhibit 1-G, CDBG Grant Administration Manual and on the items in Section 18 (Special Project Start-Up Conditions) of the CDBG contract for your project.

Milestones Completed: _____

Issues / Problems Encountered: _____

ENVIRONMENTAL REVIEW

Chapter 2

Include comments on the items in the Environmental Review Checklist in Exhibit 2-B, CDBG Grant Administration Manual and in Section 17(a)(i) of the CDBG contract for your project.

Milestones Completed: _____

Issues / Problems Encountered: _____

PROCUREMENT STANDARDS

Chapter 3

Include comments on the items in the Procurement Checklist in Exhibit 3-I of the CDBG Grant Administration Manual and on relevant procurement issues from Chapter 9 (bid solicitation).

Milestones Completed: _____

Issues / Problems Encountered: _____

FINANCIAL MANAGEMENT

Chapter 4

Include comments on relevant items from Chapter 4 (especially Section III, Program Requirements, page 4-4 and following) and on items from Section D ("Financial Management") of Exhibit 12-A, CDBG Project Monitoring Guide.

Milestones Completed: _____

Issues / Problems Encountered: _____

CIVIL RIGHTS

Chapter 5

Include comments on the items in the Civil Right Checklist (Exhibit 5-U) of the CDBG Grant Administration Manual and also on relevant items in Section E ("Civil Rights Compliance") of Exhibit 12-A, CDBG Project Monitoring Guide.

Milestones Completed: _____

Issues / Problems Encountered: _____

LABOR STANDARDS

Chapter 6

Include comments on relevant labor standards items in Chapter 6 (especially Grantee Labor Standards Responsibilities -- page 6-9 and following) -- and on items in Section F ("Labor Standards Compliance") of Exhibit 12-A, CDBG Project Monitoring Guide.

Milestones Completed: _____

Issues / Problems Encountered: _____

ACQUISITION & RELOCATION

Chapter 7.

Include comments on relevant acquisition and relocation items in Chapter 7, if applicable.

Milestones Completed: _____

Issues / Problems Encountered: _____

CONSTRUCTION MANAGEMENT

Chapter 9

Include comments on relevant items in Chapter 9 (especially Section Iii, page 9-9 and following) and on items in Section F (“Construction Management”) of Exhibit 12-A, CDBG Project Monitoring Guide.

Milestones Completed: _____

Issues / Problems Encountered: _____

HOUSING

Chapter 10

Include comments on relevant items in Chapter 10, if applicable. Also include comments on any relevant items in Section J (“Housing Rehabilitation File Review”) of Exhibit 12-A, CDBG Project Monitoring Guide, if applicable.

Milestones Completed: _____

Issues / Problems Encountered: _____

CLOSEOUT

Chapter 13

Include comments on relevant items in Chapter 13 and in Section L (“Project Closeout and Audit Review”) of Exhibit 12-A, CDBG Project Monitoring Guide.

Status of Closeout Forms: _____

Issues / Problems Encountered: _____

