

Completing the CDBG Disaster Quarterly Performance Report

Please email questions to CDBGdisaster.reporting@ded.mo.gov

1. Following the award of project funds, you will receive a customized electronic reporting form. Please save the document to your computer. You will use this shell document and save it separately for each quarter. You will update and email the form on or before the 10th day of the month following the close of a quarter to CDBGDisaster.reporting@ded.mo.gov. Please label the subject line of your email with "ANYTOWN 08DF01 QPR 0-00", substituting your city or county name for ANYTOWN, your grant number for the 08DF01, and the month and year of the quarter end for the 0-00 (ex. 9/09). The report will be due on October 10, January 10, April 10 and July 10 until project closeout. If we do not receive the report by the deadline, your project will be suspended from drawing funds.
2. The grantee's name, number, activity number and activity type, and proposed performance measure information will be **pre-filled** on the form you receive, as indicated by the **green** highlighted areas in the image below. This information will be included for each awarded activity (other than an administration line item which does not require performance number reporting).
3. Please enter the dates for the quarter that the submitted report will cover, as indicated by the **yellow** highlighted areas on the form.
4. Please enter data for the following **blue** areas highlighted below for **EACH** awarded activity. Individual addresses will only apply to buyout activities. Additional sections and/or pages will display if you have more than applicable activity to report.
 - **Individual addresses, if applicable.** If buyout of properties is one of the funded activities, individual addresses of the buyout properties will be required in the section that asks you to enter address information.
 - **Actual Total for Quarter.** Enter the number of units completed for the quarter for the appropriate proposed performance measure for the current quarter ONLY. If zero units were completed in the quarter, enter zero, not the amount reported the previous quarter. It is important that measures be counted from/to a point in time, and not cumulative. The system calculates previous amounts for us.
 - **Match contributed to activity during Quarter.** Enter the amount of other funds (other federal, state, local and private investment) expended on this activity during the quarter. This amount should be calculated for each quarter only, and not in aggregate.
 - **Activity Progress Narrative.** Optional. Enter a brief description of the progress of the activity toward project completion.

Quarterly Performance Report
Performance Report - Activity

Grant Number: 2008-DN-00	QPR Start Date: 07/01/2009
Grantee Name: City of Anytown	QPR End Date: 09/30/2009

DRGR Grantee Activity Number: ANY001
DRGR Activity Type: Acquisition - Buyout of residential structures

Please enter individual addresses for buyout properties, if applicable. Tab to insert additional lines for entry.

Street	City	County	Zip
1234 Main Street	Your City, MO	Your County	65101
200 Elm Street	Your City, MO	Your County	65101

Performance Measure	Proposed Total	Actual Total for quarter
# of properties	1	1

Total Activity Budgeted, Disaster Recovery Grant:	\$100,000
Match Contributed to activity for quarter:	25,000

Activity Progress Narrative:
Report brief narrative of progress toward proposed total. Is project on schedule? Briefly describe other funds that have been expended in conjunction with the project and any other information that will provide an accurate and comprehensive update on the project.