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: ___________________________________________

____________________________________
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: _____________________________________

_________________________________________________________________