



# Quarterly Report Form

Completed reports are due by the following dates: April 30 (Quarter 1 covering January-March), July 31 (Quarter 2 covering April-June), October 31 (Quarter 3 covering July-September), January 31 (Quarter 4 covering October-December). When all work is completed, submit a Final Report.

Submit completed report AND accompanying budget report to: [strap.report@ncagr.gov](mailto:strap.report@ncagr.gov)

**Quarterly**

**Final**

Grantee	
Contract Number:	
Date of Report:	
Reporting Period: <i>(EX: Quarter 3, 2024)</i>	
Form Completed by (Name & Title):	
Email Address:	
Effective Date of Contract:	
End Data of contract:	

## State Expenditures

Total State Contract Amount <i>(amount listed in StRAP contract and/or amendments)</i>	
Total Reimbursed by State this Reporting Period:	
Total Reimbursements from State:	
Balance of State Funds:	

## Recipient Share (Match)- if applicable

Match is not required for StRAP projects. However, if you have matching funds used in addition to the State StRAP funding, you can list them below:

Source of Recipient Share (Match):	
Total Planned Recipient Share (Match) Amount:	
Recipient Share (Match) Expended to Date:	

### Encumbered Amount

Encumbered amount is any portion of funds already paid out or under contract to complete work. Include any amount covered by all contracts you have made associated with StRAP project (EX: hiring contractors, engineering firms, or other entities contracted to work on StRAP project, even if payments to these entities have not been made yet).

Amount of Contract Encumbered:	
Amount of Contract Unencumbered:	

*Encumbered plus unencumbered amounts should match total state contract amount.*

### Performance Report

Provide a description of work done this quarter. If no work was done this quarter, please explain.

**On-the-Ground Work** (stream debris removal, bank stabilization, etc.):

**Planning Work** (evaluating sites, contacting landowners, bidding projects, drafting engineering designs, etc.)

## Scope of Work

Please list all segments on Scope of Work. Include: who the segment is contracted with, contractor's address, how much contract is for (linear feet and dollar amount), date work began/ended. If segment is not contracted with anyone yet, please explain why.

Please include all sites on your SOW, include those where work has already been completed

## Timeline

Please provide a current timeline for the work that will be completed each quarter of your project. Please note any changes in this timeline since the last quarterly report was submitted. Mark any changes in **red ink** or **highlighter**

Time Period	Planned Work
Q3 (July-Sept) 2024	
Q4 (Oct-Dec) 2024	
Q1 (Jan-Mar) 2025	
Q2 (Apr-Jun) 2025	
Q3 (July-Sept) 2025	
Q4 (Oct-Dec) 2025	
Q1 (Jan-Mar) 2026	
Q2 (Apr-Jun) 2026	
Q3 (July-Sept) 2026	
Q4 (Oct-Dec) 2026	

If any delays or problems, please explain:

Project cost Status (If there are cost changes, please explain):

## Signature

Authorized Signer \_\_\_\_\_

Date \_\_\_\_\_

**Attach additional pages as necessary.**