

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_