

Narrative Report Template

Quarterly/Monthly Status Update Format

Report Information

Project Name: _____ Grant Number: _____

Reporting Period: _____ to _____ Report Date: _____

1. Executive Summary

Provide a brief overview of project status (2-3 sentences):

2. Activities Completed This Period

List major accomplishments and milestones achieved:

3. Upcoming Activities

Describe planned work for the next reporting period:

4. Issues and Risks

Identify any challenges, delays, or concerns:

5. Budget Summary

Total Budget	
Spent to Date	
Remaining	
Percent Complete	

6. Compliance Status

- Davis-Bacon requirements met BABA/AIS requirements met Environmental clearances current
 All reports submitted on time No outstanding compliance issues

Prepared By: _____ Date: _____

