# Project Performance Schedule

The LCDBG contract references the performance schedule and OCD uses it to monitor the program’s progress.  Grantees must adhere to this schedule.  The quarters are indicated on the performance schedule and coincide with the four quarters in the State’s fiscal year.  The completed schedule should be begin with the quarter in which the date of authorization to incur costs occurs.   This date must be entered in the space provided on this form.  The LCDBG program may have a duration period up to three years (twelve quarters). The entries on this document should begin with the quarter where the authorization to incur costs date lies and not exceed three years from that date. For example, an authorization to incur costs date of May 2, 2016 would begin entries to this document in quarter four and not exceed quarter fifteen.

When completing this form, identify **each** activity as it corresponds to the line item budget in the LCDBG contract. For example, the completion of a sewer project could involve the activities of acquisition, sewer construction, pre-agreement and administration. Although pre-agreement costs will have been incurred prior to the award of a grant, identify those costs as administrative costs incurred in the first quarter. Under each activity, indicate when completion of major project milestones is expected. For example, milestones could be acquisition of easements, engineering, bid advertisement/award, construction, acceptance of work, and release of liens. Consider the activities and decide what major tasks must be accomplished to complete them. List these tasks as milestones under **each** activity. Then indicate by lines on the schedule showing when these tasks will occur. Be mindful of the grant process that must be followed if this project is funded when drafting the timeline. **For each activity also estimate projected expenditures by dollar amount for each quarter. The expenditures should reflect all funds (LCDBG and other) being used to complete the activity. Distinguish between the funds by source and amount.**

If more space is needed, attach additional sheets.

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| LCDBG PERFORMANCE SCHEDULE APPLICANT NAME:  |
| ACTIVITIES | Quarter 1July-Sept. | Quarter2Oct.-Dec. | Quarter3Jan.-Mar. | Quarter4Apr.-June | Quarter5July-Sept. | Quarter6Oct.-Dec. | Quarter7Jan.-Mar. | Quarter8Apr.-June | Quarter9July-Sept. | Quarter10Oct.-Dec. | Quarter11Jan.-Mar. | Quarter12Apr.-June | Quarter13July-Sept. | Quarter14Oct.-Dec. | Quarter15Jan.-Mar. | Quarter16Apr.-June |
| Activity #1Milestonesa.b.c.d.e. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity #2Milestonesa.b.c.d.e. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity #3Milestonesa.b.c.d.e. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity #4Milestonesa.b.c.d.e. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |