

MCWI Grant Quarterly Progress Report (Effective 3-1-26)

Instructions: This report is required to be submitted to the Documents Portal tab of the MCWI Grant Portal on the following dates:

- Reporting Period January 1 – March 31: Due April 15th
- Reporting Period April 1 – June 30: Due July 15th
- Reporting Period July 1 – September 30: Due October 15th
- Reporting Period October 1 – December 31: Due January 15th

- **This report format has been revised as of March 1, 2026.**
All reports require detailed information regarding the obligation status of funds and project status. See Schedule A: Contract Execution Status.

- **PLEASE NOTE: The last day to submit MCWI Reimbursement Requests in the portal is August 31, 2026.**

- **PLEASE NOTE: Subrecipients are required to submit quarterly progress reports for all projects that have not received a project closeout email.**

1. Reporting Period:

- 2. Please provide an estimated completion date for the project (NOTE: ALL reimbursement requests are required to be submitted in the MCWI Portal for reimbursement review no later than AUGUST 31, 2026).**

Date: _____

3. Summarize Activities undertaken or completed during the reporting period.

- 4. Upload photographs demonstrating activities undertaken or completed during the reporting period (JPEG or PDF file format accepted) in conjunction with the filing of this report. Are you submitting photos? _____ [Yes/No/NA]**

5. Contract Bidding Information

A. Number of Contracts Bid & Awarded

B. Number of Contracts Anticipated throughout project

C. Percentage Bidding Complete [Divide A by B] x 100

_____ %

6. Were any modifications made to construction contracts (i.e. change orders) during the reporting period? _____ [Yes/No]. If Yes, upload a copy of the contract modification or change order in conjunction with the filing of this report.

7. Were any modifications made to professional services contracts during the reporting period? _____ [Yes/No]. If Yes, upload a copy of the contract modification in conjunction with the filing of this report.

8. Construction Data

D. Percentage completed during the reporting period (Photos required). %

E. Percentage of total project completed as of the end of this reporting period. %

9. Project Costs

F. Total project costs expended to date _____

G. Total requested for reimbursement to date _____

10. Are there any specific events that have arisen that put the project at risk of not being contractually obligated, on budget, and on schedule? _____ [Yes/No]
Examples could include lack of available contractors, materials delays, contract issues, adverse weather conditions, etc.
Please contact MCWISubrecipient@bdogov.com if urgent circumstances arise.

11. Please review the items below regarding Audited Financial Statements.

A. Please upload your most recent audited financial statement.

a. If not applicable, please explain why you are exempt from having audited financial statements.

B. Please upload your most recent Single Audit Report, if applicable.

b. If not applicable, please explain why you are exempt from having a single audit performed.

12. Have you had any indications of Fraud, Waste or Abuse? _____ [Yes/No]
If yes, please provide specific details.

13. Do you expect to fully expend all MCWI Funds? _____ [Yes/No]
If no, please provide specific details (return money to Program, reallocate to remaining active project(s)).

14. Are full procurement files uploaded to the MCWI Documents Portal under "Executed Contracts & Procurement Documentation" for each of the contracts listed in Schedule A? _____ [Yes/No]
If no, please provide specific details on status updates for the contract(s) with incomplete procurement files.

Schedule B: IMPORTANT DEADLINES BELOW

Notices:	Dates:
Reimbursement requests for expenses incurred through June 30, 2025, are now PAST DUE	<u>DUE IMMEDIATELY</u>
Deadline to submit all procurement files for review	<u>May 31, 2026</u>
Per Section 7(c)(i) of the subaward, invoices for expenses incurred as of June 30, 2026, are required to be submitted by July 31, 2026	<u>July 31, 2026</u>
LAST DAY TO SUBMIT REIMBURSEMENT REQUESTS IN THE MCWI PORTAL	<u>August 31, 2026</u>
MDEQ deadline to submit requests to DFA for payment	<u>September 30, 2026</u>
Subrecipients deadline to pay invoices	<u>October 31, 2026</u>
Proof of payment for all invoices to be uploaded in the MCWI Portal	<u>November 30, 2026</u>
MCWI Program Closes	<u>April 30, 2027</u>

By signing this report:

- 1. I certify to the best of my knowledge and belief that the information supplied is true, complete, and accurate for the purposes of this Quarterly Progress Report. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).**
- 2. I certify that I acknowledge, accept, and will adhere to the deadlines and dates as presented in Schedule B of this Quarterly Progress Report.**

Authorized Representative

Agreement No.

Printed Name

Date



Post Oak pump station rehabilitation

