



QUARTERLY ACTIVITY REPORTING

Washoe County ARPA-SLFRF

Instructions: Activity Reports are due on the 10th day after the close of the quarter or the next business day, to Community Reinvestment through the eCivis portal. Please attach this form to your submission.

Financial reporting should be completed through the eCivis portal to request reimbursable funds from the reporting quarter. Documentation must be included using a cover page and necessary backup.

Project Name _____

Org Name _____ Org Contact _____

Activity Report Timeframe _____

Progress Summary

<i>Work Completed Last Quarter</i> Brief project status update. What has happened on the project this quarter? Emphasize project outputs (materials purchased, staff hired, contracts signed, etc.)	<i>Anticipated Work for Next Quarter</i> <ul style="list-style-type: none">• RFP/RFQ/Upcoming Contracts?• Hiring?• Materials/Supplies Purchases?• Other?

What outcomes have resulted from implementation of this project? Has there been an increase in services to community members? Has your caseload decreased? Have processes been streamlined? What has been the impact thus far?

Are there any upcoming RFP, RFQs, or new contacts for this project? If so, please list.

Does your organization foresee any potential barriers or challenges moving forward for this project? If yes, please explain.

Does the current timeline still work for the project? Does the timeline need to be adjusted for the project? If yes, please explain and suggest a reasonable new end date.

Would you like to schedule time to discuss any issues with Community Reinvestment?

Sign: _____ Date: _____

Financial Reporting and Draw Requests

DUE: 10th day after the close of the quarter or monthly depending on the frequency of your project's draw requests. Washoe County will not process draw requests more than once a month.

To request a draw of funds, include a breakdown of what funding your organization has expended this month according to the grant's scope of work. Use the eCivis budget development portal to track spending. Receipts and invoices should be collected and noted what portion of the expense is being requested for reimbursement. For submission, provide an invoice as the first page with receipts and invoices combined into one .pdf.