



**Town of Longmeadow**  
Massachusetts  
**Community Preservation  
Committee**

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**CPC APPROPRIATION – QUARTERLY PROGRESS PROJECT REPORT**

**This report should be submitted on September 30, December 31, March 31, and June 30 until the project is completed. At that time, a final report should be submitted.**

**DATE** \_\_\_\_\_ **ESTIMATED COMPLETION DATE** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #:** \_\_\_\_\_

**YEAR APPROVED:** \_\_\_\_\_ **GRANT AMOUNT: \$** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**QUARTERLY PROJECT PROGRESS REPORT**

Please provide a brief written update of the status of your project funded by CPC funds by answering these questions:

1. What actions that have taken place on this project to date? If no action taken—just indicate that.
  
2. How much of the allocated funds have been spent to date?
  
3. Do you know an estimated completion date? If so what is the date?
  
4. Are there any issues with the project as originally proposed?