

**Commonwealth of Virginia  
Department of Conservation and Recreation  
Recreational Trails Program Quarterly Performance Report Form**

*Submit for each reporting period from grant award through grant closeout. Report is due two weeks after end of reporting period. Reporting periods: Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec.*

**RTP Project Agreement Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project End Date:** \_\_\_\_\_

**RTP Recipient:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Person Email:** \_\_\_\_\_

**Quarterly Reporting Period:** \_\_\_\_\_

**Project Status:**      **On Schedule**                      **Delayed**                      **Ahead of Schedule**

**Planned Accomplishments this Reporting Period:**

**Actual Accomplishments this Reporting Period:**

**Recreational Trails Program Quarterly Performance Report Form**

**Describe any Project Issues and/or Project Delays:**

**Planned Accomplishments next Reporting Period:**

**Action or Response Needed from DCR:**

**Optional - Insert or Attach Photographs**