



## INVESTMENT READY COMMUNITIES

### Quarterly Report (QR)

*Fill out as completely as possible. Use additional pages if necessary. Additional forms available online at [www.wyomingbusiness.org](http://www.wyomingbusiness.org). Due dates: January 15, April 15, July 15, and October 15. Sign and return to:*

*Karen P. Fate, Senior Grant & Loan Specialist  
Investment Ready Communities  
Wyoming Business Council  
214 W. 15th St.  
Cheyenne, WY 82002*

#### 1. Project

Grantee: Hyattville Cemetery District

Year: 2008    Quarter: 4th

Project: Hyattville Community Center

Prepared by: (signature) \_\_\_\_\_

Printed name: Jennifer Mercer, Secretary, Hyattville Community Services Assoc. Date:10-15-08

**2a. Financial Information Summary**

A. Summarize funds draw down and cash & in-kind matches to date.

As of (date): March 30, 2008 <b>BUDGET CATAGORY</b>	<b>CFP</b>		<b>MATCH</b>		
	<b>Total Awarded</b>	<b>Funds Received to Date</b>	<b>Form of Match</b>	<b>Total Committed</b>	<b>Total Expended to Date</b>
Arch and Engineering Fees	\$45,747	\$57,172	Cash	\$4,524	\$5,654
Project Inspection Fees	\$4,575	\$2,540	Cash	\$452	\$251
Site Work	\$4,575	\$0	Cash	\$452	\$0
Demolition and removal	\$9,149	\$0	Cash	\$905	\$0
Construction	\$288,207	\$52,372	Cash	\$28,504	\$5,289
Contingencies	\$45,747	\$0	Cash	\$4,524	\$0
<b>Cash Totals</b>	<b>\$398,000</b>	<b>\$112,084</b>		<b>\$39,361</b>	<b>\$11,194</b>
			In-Kind	\$1,000,000	\$58,425
<b>OTHER CASH &amp; IN-KIND TOTALS</b>				<b>\$1,037,000</b>	<b>\$69,619</b>
<b>TOTAL PROJECT COST (CFP + MATCH)</b>				<b>\$1,435,000</b>	<b>\$181,703</b>

**2b. Financial Information**

B. Detail and support In-Kind Contributions made this period.

***Directions***

***Service:*** fully describe service contributed to project

***By:*** specify provider (individual and/or) department

***Hours:*** number of hours contributed (use only number)

***Rate:*** hourly rate for provider (use only number)

***Description:*** fully describe goods contributed to project (insert dollar value in value column)

***Basis for Valuation:*** how you determined the value of goods contributed

**Grant Committee members spent 6 hours this quarter in meetings and grant related work;**

**Activity Co-ordinators spent 4 hours preparing for the annual Christmas Party**

**Total for quarter - Volunteers hours 10 x \$15/hour = \$150.00**

Please comment on any questions or concerns about procurement, drawing down funds, or any other financial related concerns.

There are no issues with finances this quarter.

**3. Project Narrative**

A. Describe the progress of the project since the last Quarterly Report. Include in the narrative

any issues or problems affecting progress of project and how those have been addressed.

At a meeting on October 15<sup>th</sup> in Worland with Shannon Stanfill and Leah Bruscano (please see attached minutes and related document), a proposal from the community was brought to the WBC's attention by the Grant Committee. The community proposed having a new roof design made that was more feasible. This was agreed upon at that meeting. Due to the need for the new design and a few problems with the bidding process (please see attached document from the architect), a one year extension was filled by the Cemetery District.

The community Christmas Party, normally held at the community center, had to be moved to a small private residence this quarter due to the renovations on the community center not being complete yet. The need for a large community gathering place was very evident during this celebration.

**B.** Describe the key milestones for the next quarter and anticipated dates of accomplishment. If necessary, attach an updated Milestones form.

The new roof design had just been completed as of the writing of this report. A new separate bid process for it's construction will take place in January. The Grant Committee will decide whether to apply for ADA Accessibility funding (separate from this grant) by February 1st.

**C.** Explain any anticipated/actual changes to the project development schedule since the last submitted Quarterly Report.

The project is behind 18 months in the planned development schedule

#### **4. Economic Development Impact**

**A.** Please describe the impact the project is having on all local economic and community development efforts.

*Note: You may wish to frame your answer to this questions using the BRC Evaluation Criteria found in the BRC Rules on page 1-5 (Chapter 1, Section 11 (b) (i)-(xi)). The Rules are available on the Wyoming Business Council website, [www.wyomingbusiness.org](http://www.wyomingbusiness.org).*

Bids for local contractors to install the roof will be accepted in January.

**B.** Describe the key milestones in terms economic development for the next three months and anticipated dates of accomplishment.

Please see Project Narrative above for a description of milestone goals.

**C. "Business Committed Projects" Only:** Please describe the impact the project is having on the committed business. You may attach a separate statement from the business(es). Discuss the

number of jobs created/retained and how this compares to the Contingency Agreement between the applicant and the business.

Not applicable to our grant.

### **5. Other Documents**

If available, please attach any other documentation of the project such as photographs of the project, newspaper reports about the project.

Please see attached special meeting minutes, letter of extension request, and architect's design services agreement.

### **6. Local Contacts**

If any information on your last revised Project Contact form (Appendix A) has changed, please include an updated form with this Quarterly Report.

There are no changes at this time.