

PROGRESS REPORT - NPS GRANT Instructions

Items I through V not to exceed 1 page. Items VI and VII not to exceed 2 pages. Total report not to exceed 3 pages. Do not include any extra project materials as part of the progress report.

Project Number: Title: Report for the Period (check one): Nov. 1 to April 30 <input type="checkbox"/> May 1 to Oct. 31 <input type="checkbox"/> For Year: Grantee name: Grantee contact person: Phone: E-mail (optional):

I. Account Drawdown Information (estimate):

a.) Funds expended this period:	Grant	\$	Non-Federal Match	\$
b.) Total agreement amount:	Grant	\$	Non-Federal Match	\$
c.) Funds expended to date:	Grant	\$	Non-Federal Match	\$
d.) Funds remaining (b-c):	Grant	\$0.00	Non-Federal Match	\$0.00

II. Short narrative summary of work performed in this reporting period:

III. Reason(s) for delay, and revised schedule for any work scheduled for completion in this reporting period but not completed:

IV. Brief summary of any significant difficulties encountered/remedial action taken:

V. Report any Changes in Key Project Personnel:

Note: Do not expand items I. through V. beyond one page.

PROGRESS REPORT NPS GRANT continued p. 2 of 3, for project #

Sections VI and VII not to exceed 2 pages combined

VI. Use this form to explain work done for each workplan task. Reference the appropriate project deliverables in the text. Explain any periods of inactivity.

Task #	Task Heading	WORK DONE	Task Status

VII. Deliverables:

List Deliverables from workplan	Date Sent To DEP & EPA	Current Status of Deliverable

List all Deliverables as they are shown in the Project Work Plan, even those not submitted yet.

Grantee Signature: **Name printed** **Position Title:**

Date Submitted to DEP Agreement Administrator:

Agreement Administrator Signature:

Date accepted:

Date the "accepted" Progress Report was forwarded to DEP Augusta Office:

Date Received from DEP AA:	Entry Code:
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