

PROGRESS REPORT - NPS PROJECT

A Grantee submits this form to report progress conducting a NPS Project. For instructions, refer to the NPS Grant Administrative Guidelines, Section 11. Sections 1 thru 5 not to exceed 1 page. Sections 6 & 7 not to exceed 2 pages. Total report not to exceed 3 pages. Do not attach any Deliverables or other material to the Progress Report.

Project Number: _____ Title: _____ Report for the Period, 6 Months Ending (check one) April 30 <input type="checkbox"/> Oct. 31 <input type="checkbox"/> For Year: _____ Grantee Name: _____ Grantee Contact Person: _____ Phone: _____ E-mail: _____
--

- 1. 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 | \$ _____ | Non-Federal Match | \$ _____ |

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

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

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

5. Report any Changes in Key Project Personnel:

Note: Do not expand sections 1 thru 5 beyond one page.

PROGRESS REPORT NPS PROJECT continued, for project # _____

Sections 6 & 7 not to exceed 2 pages

6. Tasks. Report activity for each Task. Only report activity during THIS 6 month reporting period. Refer to NPS Grant Administrative Guidelines for an example of how to describe work done for each task. Reference the appropriate Deliverable in the text. Explain periods of inactivity.

T #	Task Heading	Work Done During the 6 Month Reporting Period	Task Status

7. Deliverables: List all Deliverables from the Project Work Plan, even those not submitted yet.

List Deliverables from Workplan	Date Deliverable submitted to DEP	Current Status
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Grantee

Signature: _____ **Print Name:** _____ **Position:** _____

Date submitted to DEP Agreement Administrator: _____

DEP Agreement Administrator Signature: _____ Date accepted: ___/___/___

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

Date Received from DEP AA: ___/___/___ Entry Code: _____