STATE OF FLORIDA

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Exhibit A

Progress Report Form

|  |  |
| --- | --- |
| DEP Agreement No.: | Agreement No. |
| Project Title: |  |
| Grantee Name: |  |
| Grantee’s Grant Manager: |  |
|  | |
| Reporting Period: | Select Quarter - Select Year |

Provide the following information for all tasks identified in the Grant Work Plan:

Summarize the work completed within each task for the reporting period, provide an update on the estimated completion date for each task, and identify any anticipated delays or problems encountered. Use the format provided below and use as many pages as necessary to cover all tasks. Each quarterly progress report is due no later than twenty (20) days following the completion of the quarterly reporting period.

**Task 1: Select Title**

* Progress for this reporting period:
* Identify delays or problems encountered:

Task 2: Select Title

* Progress for this reporting period:
* Identify delays or problems encountered:

Task 3: Select Title

* Progress for this reporting period:
* Identify delays or problems encountered:

Task 4: Select Title

* Progress for this reporting period:
* Identify delays or problems encountered:

Task 5: Select Title

* Progress for this reporting period:
* Identify delays or problems encountered:

Projected expenditures:

Indicate the projected expenditures for the next calendar quarter:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is the amount you expect to submit for reimbursement next quarter.

If there are no expenditures expected, please indicate the reason:

Completion Status for Tasks

Indicate the completion status for the following tasks, as applicable to the project. For construction, the estimated completion percentage should represent the work being funded under this Agreement.

Design (Plans/Submittal): 0% ☐ 30% ☐, 60% ☐, 90% ☐, 100% ☐

Permitting (Completed): Yes ☐, No ☐

|  |  |
| --- | --- |
|  | % |

Construction (Estimated):

|  |  |
| --- | --- |
|  | % |

Overall Project Completion (Estimated):

For infrastructure projects, the Grantee shall provide the following project information:

|  |
| --- |
|  |

Construction start date (month/year):  Projected ☐ or Actual ☐

|  |
| --- |
|  |

Initiation of operation date (month/year): Projected ☐ or Actual ☐

Project Location details:

Local Contributions

For grant agreements with local contributions, a summary of the local contributions will be required in the Final Quarterly Progress Report. Provide a brief summary below of the local contribution amounts that have been used toward the project.

Summary of local contributions:

This report is submitted in accordance with the reporting requirements of the above DEP Agreement number and accurately reflects the activities associated with the project.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Signature of Grantee’s Grant Manager |  |  | Date |

**(*Original Ink or Digital Timestamp*)**