STATE OF FLORIDA

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Exhibit A

Progress Report Form

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

Task Progress Summaries

Summarize the work completed this quarter for all tasks listed in the Grant Work Plan (GWP), which is located in the grant agreement or most recent amendment/change order. If work under a task has not begun, then provide a status update for the task (e.g., relevant activities, estimated start date, etc.). Use the format provided below and add or delete tasks to cover all tasks listed in the GWP.

**Task 1:** **Select Title**

Progress for this reporting period:

Task 2: Select Title

Progress for this reporting period:

Task 3: Select Title

Progress for this reporting period:

Task 4: Select Title

Progress for this reporting period:

Task 5: Select Title

Progress for this reporting period:

Delays or Problems Encountered

Identify any delays or problems encountered for the tasks and/or project (e.g., design delays, bidding issues, funding limitations, etc.). If there were no delays or problems encountered, then indicate that below.

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| --- |
|  |

Projected Expenditures

Indicate the projected amount of grant funding that will be requested for reimbursement/payment over the next six (6) months.

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| --- |
| $ |

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):

If the grant funding in this agreement will cover multiple designs (e.g., separate areas or phases), then list and indicate the completion percentage for each design below (i.e., 0%, 30%, 60%, 90%, 100%). If the project does not have multiple designs, then delete this section or enter N/A.

|  |
| --- |
|  |

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

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| --- |
|  |

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

|  |
| --- |
|  |

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

Local Contributions

For grant agreements with local contributions (LC) listed in the GWP, please provide a brief summary below of the costs and activities completed to date that will be counted as LC for the project. For the final quarterly progress report, the summary should cover the LC amounts for all contributors listed in the GWP (i.e., Grantee/Local Government, Water Management District, and/or Third-Party). If the grant agreement does not have LC listed in the GWP, then delete this section or enter N/A.

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*)**