**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Progress Report Form

Exhibit A

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| DEP Agreement No.: | **CZ** | | | | |
| Grantee Name: |  | | | | |
| Grantee Address: |  | | | | |
| Grantee’s Grant Manager: | |  | | Telephone No.: |  |
|  | | | | | |
| Project Title: |  | | | | |
| Reporting Period: | (MM/DD/YYYY – MM/DD/YYYY) | | Report Type: (Select only one)  Quarterly  Status Update | | |
| INSTRUCTIONS: Provide the following information for all tasks and deliverables identified in the Grant Work Plan: a summary of project accomplishments for the reporting period; a comparison of actual accomplishments to goals for the period; if goals were not met, provide reasons why; provide an update on the estimated time for completion of the task and an explanation for any anticipated delays and identify by task; indicate the percentage of the task that has been completed to date.  NOTE: Use as many pages as necessary to cover all tasks in the Grant Work Plan.  The following format should be followed: | | | | | |
| Task 1:  Progress for this reporting period:  Identify any delays or problems encountered:  Percentage of task completed: | | | | | |
| Task 2:  Progress for this reporting period:  Identify any delays or problems encountered:  Percentage of task completed: | | | | | |

This report is submitted in accordance with the reporting requirements of DEP Agreement No. CZ and accurately reflects the activities associated with the project.

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