

**INSTRUCTIONS FOR COMPLETING  
ATTACHMENT B  
PROGRESS REPORT FORM**

**DEP AGREEMENT NO.:** This is the number on your grant agreement that starts with CM\_ \_ \_

**GRANTEE NAME:** Enter the name of the grantee's agency.

**GRANTEE ADDRESS:** Enter the address that is on the first page of the grant agreement.

**GRANTEE'S GRANT MANAGER:** Enter the person identified as grant manager in the grant agreement.

**TELEPHONE NO.:** Enter the telephone number where the grant manager can be contacted.

**GRANT MANAGER'S EMAIL ADDRESS:** Enter the grant manager's email address.

**REPORTING PERIOD:** This is the beginning and ending date of the reporting period; it can cover more than one quarter.

**PROJECT TITLE:** Enter the Title shown on the first page of the grant agreement.

**Provide a summary of project accomplishments this reporting period by task. If tasks were not addressed during the reporting period, provide an explanation(s).** This section should show the progress for each task that was scheduled to begin or be completed in the current reporting period. If there was no progress for a task that was to start or be completed, please explain the reason.

**Provide the status of each deliverable. (e.g., Deliverable 1.1: 75% complete, Deliverable 1.2: 25% complete, Deliverable 2.1, work scheduled to begin after the completion of Deliverable 1.1, Deliverable 2.2, etc.).** This section should show the status for each deliverable that was scheduled to begin or be completed in the current reporting period. The status should be reported by the percentage completed. If there was no progress for a deliverable, briefly state the reason.

**Identify below, and attach copies of deliverables being submitted for this reporting period (e.g., Deliverable 1.1: copies of permits, Deliverable 1.2: before photographs, etc.).** Ensure that any deliverables listed in the grant agreement, as well as those not listed are included. For instance, you may send copies of agendas or minutes of meetings, photos of displays, or other supporting documentation to show the completion or progress towards a task. Label the deliverables by task and deliverable number(s) that they are associated with (for example: Deliverable 1.1 for task 1, deliverable 1).

**Provide an explanation for any anticipated delays or any problems encountered.** Provide a brief summary of any anticipated or encountered problems or delays.

Questions regarding completion of Progress Reports should be directed to the Department's Grant Manager, identified in the Contacts section of this Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK