Project Progress Report Template for Reclamation & Development Grants

Project Sponsor: _____

Project Title: _____

Grant Agreement Number: _____

Dates Covered: _____

Project Contact: _____

When to submit progress reports: Progress Reports should be submitted at least quarterly and with every reimbursement request.

1. Progress Summary: List project tasks outlined in the grant agreement. Summarize activities that occurred under each task, including tasks with no activity. Show costs incurred, funds remaining, and match funds in Section 2, Expenditures Summary.   Provide an overview of progress on the overall project. Indicate tasks completed.

2. Expenditures Summary: All expenses must be reported on the quarterly report, including match funds.   Use the table below or a budget tracking spreadsheet. The tasks listed must match those in your contract. Please identify any invoices that are split between RDG and match funding sources.

RDG Funds

EXPENDITURES SUMMARY	RDG Budget	RDG funds expended this period	TOTAL RDG SPENT	REMAINING BALANCE
List tasks here (same as in contract)	$	$	$	$
	$	$	$	$
	$	$	$	$
	$	$	$	$
TOTAL PROJECT COSTS	$	$	$	$

Match Funds

EXPENDITURES SUMMARY	Match Budget	Match funds expended this period	TOTAL SPENT	REMAINING BALANCE	Source of Match funding
List tasks here (same as in contract)	$	$	$	$	
	$	$	$	$	
	$	$	$	$	
	$	$	$	$	
TOTAL PROJECT COSTS	$	$	$	$	

3.   Discuss any problems or concerns that have arisen (example: problems with the schedule, subcontractors or budget items).

4. Next Quarter's Activities. Outline anticipated activities that will take place in the next quarter.

5. Request for Contract Amendments (if needed): Contact DNRC for approval and to complete a contract amendment <u>before</u> making purchases or agreements on goods or services other than those specifically identified in the grant agreement. Expenses incurred that are not allowed under the grant agreement will not be paid unless the grantee obtains prior approval and an amendment is completed.