DNRC Renewable Resource Grant and Loan Program

Progress Report

General Project Information

Applicant: .................................................................
Organization: .........................................................
Project Title: ...........................................................
Grant Agreement Number: ...........................................

Report Type? (Select One)
- _____ Quarterly Progress Report
- _____ Final Report

Reporting Period: ......................................................
Identify the beginning and end of the reporting period.

Project Contact

Full Name: ..................................................................
Email: ......................................................................
Phone Number: ...........................................................

Status Report Contact

Full Name: ..................................................................
Email: ......................................................................
Phone Number: ...........................................................

Project Schedule

What type of project is this? (Mark One)
- _____ Planning/Administrative (No construction)
- _____ Construction (May include some planning activities)
Projected/Actual Project Start Date: _______________________________
Projected/Actual Engineering Completion Date: _______________________________
Projected/Actual Bid Date: _______________________________
Projected/Actual Construction Start Date: _______________________________
Projected/Actual Initiation of Operations Date: _______________________________
Projected/Actual Project Completion Date: _______________________________

Overall Project Status (Mark One)

____ Not started
____ Less than 50 percent completed
____ 50 percent or more completed
____ Completed

Budget Information

<table>
<thead>
<tr>
<th>RRG Grant</th>
<th>Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Period Expenditure Total</td>
<td></td>
</tr>
<tr>
<td>Current Period Expenditure</td>
<td></td>
</tr>
<tr>
<td>Cumulative Expenditure</td>
<td></td>
</tr>
<tr>
<td>Balance Remaining</td>
<td></td>
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</tbody>
</table>

If this progress report is NOT part of a reimbursement request package, provide a project budget tracking sheet that shows current and previous expenditures on the grant(s).

Project Activity

**Activity Summary**

List project tasks outlined in the grant agreement. Summarize activities that occurred under each task, including tasks with no activity. Provide an overview of progress on the overall project. Indicate tasks completed.

**Next Quarter’s Activities**

Outline anticipated activities that will take place in the next quarter.

**Amendment Request**
Please identify any requests for Contract Amendments (if needed) here. Contact DNRC for approval and to complete a contract amendment before 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. Check the termination date of the contract and request more time if it will be needed. A justification must be included with your request.

Additional Attachments

Attach pictures, articles, maps, or any other document related to this quarter that you would like to include in the report.

Deliverables

Attach any reports or deliverables that were completed during this period.

Project Close-out

Is this the final reimbursement request?

_____ Yes

_____ No

If the project is closing, provide the following:

1. Final Report: Following the template described in Section 8. Reports and Attachment B of your DNRC Contract Agreement.
2. Use the form provided in your DNRC Contract Agreement. Ensure the appropriate person has signed the form.