**NPS Progress Report**

NPS Grants Program, Maine Department of Environmental Protection

***Instructions:*** Submit this form electronically or in two (2) hard copies to report progress conducting a NPS Project. For instructions, refer to the *NPS Grant Administrative Guidelines*, Section IV.A. Total report should not exceed three (3) pages. Do not attach any Deliverables or other material to the Progress Report.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project #:** |  | **Project Title:** |  |
|  |  |  |  |  |  |  |
| **Report for the 6-Month Period Ending** (check one): | April 30 |  | Oct. 31 |  | Year |  |
| **Grantee Name:** |  |
| **Grantee Contact Person:** |  |
| **Phone:** |  | **Email:** |  |

**I. Account Drawdown Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a.) Funds expended this period: | Grant | $ |  Match | $ |
| b.) Total agreement amount: | Grant | $ |  Match | $ |
| c.) Funds expended to date:  | Grant | $ |  Match | $ |
| d.) Funds remaining (b-c):  | Grant | $ |  Match | $ |

1. Brief summary of any significant difficulties encountered, reasons for project delays and revised schedule for any work scheduled for, but not completed, in this reporting period:
2. **Report any Changes in Key Project Personnel:**

**IV. Tasks.** Use this sample format to describe work conducted for each task. Reference associated Deliverable(s). Explain periods of inactivity. Report only on activity during **this** reporting period.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task****#** | **Task** **Heading** | **Work Conducted During the Six Month** **Reporting Period** | **Estimated % Completion** |
| 1 | Project Management |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
|  |  |  |  |
|  |  |  |  |

# V. Deliverables: List all Deliverables from the Project Work Plan.

|  |  |
| --- | --- |
| **List of Deliverables from Work Plan** | **Date Deliverable submitted to DEP** |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |
| 6.  |  |
| 7.  |  |
| 8.  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Prepared by: |  | Date Submitted to DEP: |  |
| DEP Signature: |  | Date Accepted: |  |