

# CWA 319(h) Grant Progress Report Template (GAPR)

Progress Report # \_\_\_\_\_

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Submittal Date \_\_\_\_\_

Grant Agreement No: \_\_\_\_\_

Project Name: \_\_\_\_\_

Grantee Name: \_\_\_\_\_

I certify under penalty of law that this document and any attachment was prepared by me or under my direction in accordance with the terms and conditions of each Grant Agreement Exhibit. Based on my inquiry of the persons or persons who manage the project, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. All information submitted in this document and all attachments conform to and is in accordance with the state and federal laws and I so here certify with my signature. I am aware that there are significant penalties for submitting false or misleading information.

Project Director: \_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

## Summary of Work Completed To Date *(See sample table below)*

*Work Items for Review: The table should number and list all items for review included in the grant agreement. The information provided should be cumulative from the start of the project. The table should provide an at-a-glance status of the project work items.*

*Due Date: The due dates in this column should be identical to the grant agreement due dates. If a date change is made through formal modification or amendment, then the revised date can be inserted once the change has been approved.*

*% Of Work Complete: Cumulative percentage of work complete to date*

*Date Submitted: For items for review that are submitted more than once (i.e., progress reports), please leave previous submittal dates on the table so that there is a list of dates within the box. If a draft item for review is submitted, write "draft" after the date.*

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Exhibit	Work Item	Items for Review	Due Date	% of Work Complete	Date Submitted	
<b>Exhibit A: Scope of Work</b> (Work to be Performed by the Grantee)	A - Plans and General Compliance Requirements	1	Stream Reach and all HUC-12s for Project site and monitoring locations	Day 90	( __%)	(mm/dd/yy)
		2	Project Assessment and Evaluation Plan (PAEP)	Day 30		
			Non Point Source Pollution Reduction Project Follow-up Survey Form	Annually by December 15th		
		3	Monitoring Plan (MP)	Day 90		
			Monitoring Reports	(Quarterly / Monthly)		
		4	Quality Assurance Project Plan (QAPP)	Day 90		
		5	Proof of Water Quality Data Submission to CEDEN	Before Final Invoice		
	6	Copy of final CEQA/NEPA Documentation	Date Required			
	7	Public Agency Approvals, Entitlements or Permits	As Needed			
	B - Project Specific Requirements	1	{Title of work item to be reviewed}	(Fill in date)		
2		{Name of item to be reviewed}	(Fill in date)			
3		{Name of item to be reviewed}	(Fill in date)			
<b>Exhibit B: Invoicing, Budget Detail, and Reporting Provisions</b>	A - Invoicing	1	Invoices	(Quarterly / Monthly)		
	F - Reports	1	Progress Reports	(Quarterly / Monthly)		
		2	Annual Progress Summaries			
		3	Draft Project Report	(Fill in date)		
		4	Final Project Report	(Fill in date)		
		5	Final Project Summary	Before Final Invoice		
6	Final Project Inspection and Certification	Before Final Invoice				
<b>Exhibit D: Special Conditions</b>	A - Special Conditions	1	Lobby Certification			
		2	MBE/WBE Documentation ( <a href="http://www.epa.gov/osbp/pdfs/5700_52a.pdf">http://www.epa.gov/osbp/pdfs/5700_52a.pdf</a> )	Quarterly		

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## List of Items for Review

*(Include only the items for review, by sub-item number, listed on the Table of Items for Review in Exhibit A)*

- \_\_\_\_\_
- \_\_\_\_\_

## Progress Report Narrative

### Introduction

*(Provide a brief one or two sentence introduction or summary of the report (e.g., "During the reporting period, project activities focused on completing design of the pipeline segments 1, 3, and 4" or "... focused on monitoring activities and repairing process or system failures or deficiencies" or ... "focused on improving system efficiency," etc.)*

### Summary of Activities

*(List each work item from Exhibit A (Work To Be Performed) in every progress report. However, limit narrative descriptions to work performed during the reporting period. Provide, by sub-item number, a brief description of milestones, successes, and problems or issues encountered during the reporting period.*

**Item 1 - Project Administration** (Cumulative \_\_\_\_% complete)

*(Describe for each work item, the activities, problems, successes, milestones OR "No work performed this period" OR "Complete")*

**Item 2 - \_\_\_\_\_** (Cumulative \_\_\_\_% complete)

*(Describe for each work item, the activities, problems, successes, milestones OR "No work performed this period" OR "Complete")*

*(Continue with all work items in Exhibit A, Work To Be Performed)*

### Additional Instructions

- Clearly label each item for review with work-item number.
- If a document is not a grant item for review, do not include under the list of items for review or in the narrative. Label as "Extra Item for Review" and provide one copy.
- Number all pages including pictures, laboratory data, diagrams, etc.