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DNRC Renewable Resource Grant and Loan Program

Progress Report

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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.  
*Example: January 1, 2022 – March 30, 2022.*

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**

|  | <b>RRG Grant</b> | <b>Matching Funds</b> |
|--|------------------|-----------------------|
| <b>Previous Period Expenditure Total</b> |                  |                       |
| <b>Current Period Expenditure</b>        |                  |                       |
| <b>Cumulative Expenditure</b>            |                  |                       |
| <b>Balance Remaining</b>                 |                  |                       |

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.

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**Next Quarter's Activities**

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

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**Amendment Request**

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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.

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### 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.