**Boating Access Grant Program**

**PROGRESS REPORT**

**[INSERT PROJECT NAME]**

|  |  |
| --- | --- |
| Date: **[Today’s Date]** | Agreement No.: **[Grant Number]** |
| Grantee: **[Grantee]** | Grant Term: **[Start Date – End Date]** |
| Invoice Submitted this Quarter: Yes  No | Dates Covered by this Report: **[Start Date – End Date]** |

**FISCAL REPORT**

*(Please fill out the following table. Delete rows that are not applicable.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund Source** | **Amount Awarded** | **Amount Invoiced as of [insert report date]** | **Total Amount Reimbursed** |
| **CDFW Grant Funds: [Program name]** | [$X] | [$X] | [$X] |
| **CDFW Grant Funds:****[Program name]** | [$X] | [$X] | [$X] |
| **Cost Share 1: [Source]** | [$X] | [$X] | [$X] |
| **Cost Share 2: [Source]** | [$X] | [$X] | [$X] |
| **Cost Share 3: [Source]** | [$X] | [$X] | [$X] |
| **Agreement Totals** | **[$X]** | **[$X]** | **[$X]** |

**PROGRAM/TECHNICAL REPORT**

*(Insert additional sections and appendices as required in the Grant Agreement.)*

**Brief Summary of Work Performed from [start of quarter] to [end of quarter]:**

*(Insert narrative or bulleted list of activities performed.)*

* **[Activity 1]**
* **[Activity 2]**

**Deliverables**

*(Please fill out the following table. If the “Estimated Completion Date” is different from what is in the Agreement, explain why there has been a delay in the “Problems/Delays and Proposed Resolutions” section below. Use the following for “Status”:*

* *Not Started*
* *In Progress*
* *Delayed*
* *Complete*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Description** | **Deliverables** | **Estimated Completion Dates** | **Status** | **% Complete** | **Date submitted to CDFW** |
| 1 | Project Management and Administration | Due within 30 days following each calendar quarter (March, June, September, December) following grant execution |  |  |  |  |
|  |  | Quarterly Invoices | Due within 30 days following each calendar quarter (March, June, September, December) after grant execution |  |  |  |
|  |  | Copies of Executed Subcontracts | Due with next Quarterly Progress Reports upon completion of Subcontracts |  |  |  |
|  |  | Copies of Permits | Dues with next Quarterly Progress Reports upon completion of Permits |  |  |  |
|  |  | Submit Project Data | **[insert date]** |  |  |  |
|  |  | Draft Final Report | **[insert date]** |  |  |  |
|  |  | Final Report | **[insert date]** |  |  |  |
|  |  | Project Close-out Summary Report | **[insert date]** |  |  |  |
|  |  | Final Invoice | **[insert date]** |  |  |  |
| 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Problems/Delays and Lessons Learned:**

*(Insert narrative here.)*

**Project Benefits and Results:**

*(Insert narrative here.)*

**Summarize Benefits to Disadvantaged Communities (if applicable):**

*(Provide narrative description of benefits to disadvantaged communities, if applicable.)*

**List of Proposed Activities and Tasks for the Next Quarter:***(Insert narrative here, organized according to the tasks identified in the Agreement.)*

**Are there any outstanding conditions from the U.S. Fish and Wildlife Notice of Award? [Yes/No]**

*(If yes, please give a status update and estimated timeframe for resolution.)*