

CWSRF Quarterly Report Template

I. Project Information

- Project name
- Brief Project description
- Project Outputs
- Project Funding Request
- CWSRF grant funding year (ex. CWSRF 2015 grant)
- Funding Amount of this award if funded in phases – Total, Grant, Match
- Outputs this award if funded in phases
- grant period (ex. Oct. 1, 2015 - Sept. 30, 2018)
- Project Manager name

II. Narrative Status Report

- Briefly describe the project progress, noting status of RFA or RFP, Grant or Contract, and Purchase Order; planning and EA; design and construction
- Briefly summarize any barriers your project has faced, and if project outputs or timeline has been impeded as a result.
- Expected start date for billable work (ID design and construction separately, as applicable)
- Expected project completion date (ID design and construction separately, as applicable)
- Stormwater Management Database plan number

III. Attachments

Include the following documentation of activity occurring within the time period covered by this report, as applicable:

- Draft RFA or contract solicitation (for review and approval)
- Executed RFA or contract solicitation, with amendments as applicable
- Executed sub-grant / contract (with required EPA forms and documentation of DBE outreach, completed by funding recipient)
- Change orders or grant amendments
- Copy of Purchase Order
- PDFs of project plans
- Photographs of site in each of the following stages: pre-construction, during active construction and post-construction, as applicable for the quarter being reported
- Outreach, education, and public information materials produced for project
- Paid Invoices
- PDF of as-built plan