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
    - ePDF of as-built plan