Planning
QUARTERLY PROGRESS REPORT

Please submit a progress report for each quarter your grant is active (on or around January 1, April 1, July 1, and October 1) by emailing this form to the NCLWF Restoration Program staff. Progress reports are required even if you are not requesting reimbursement at this time.			
NCLWF Project # (202X-8XX):		**Progress Report #:**	
Date Prepared:		**Contract Exp. Date:**	
Grant Recipient:			
Primary Contact:			
Primary Contact Email:			
Reporting Period:	**From:**	**To:**	
Summarize activities, progress, and changes in status since the previous progress report. If you need to change the scope of the project, please explicitly mention that here, as scope changes may require a contract amendment. Your project scope can be found under "Project Summary" in Exhibit A of your contract, around page 10. If you believe you will need an extension to meet your contract deadline, please mention that here as well.			

Status of Project Deliverables & Outputs (spill-over text on following page)			
Deliverable or Output Item	**Progress since previous report and status at end of this reporting period**	**Expected Date of Completion**	**Date Completed**
Stakeholder Engagement			
Data Collection and/or Analysis			
Plan Development			
Final Plan and Final Report			
Signature:		**Date:**	

Use this space as spill-over for boxes above, if needed. Please indicate which section applies to the given text.