

**Updated October 2009**  
**PROGRESS REPORT NARRATIVE**  
**TEMPLATE**

*(Please use the template below for all assistance agreements).*

Recipient Name: \_\_\_\_\_

Assistance Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Type: \_\_\_\_\_  
(Quarterly; Semi-Annually; Final)

Period Covered: \_\_\_\_\_

**Project Narrative:** (documents progress made in achieving the objectives of project work plan(s) approved in application)

Provide the following information:

1. Comparison of actual accomplishments (**outputs, outcomes**) with the anticipated outputs/outcomes.
2. Reasons why anticipated outcomes were exceeded or not met.
3. If applicable, problems encountered during the performance period, which may interfere with meeting program/project objectives. (List N/A if no problem exists.)
4. List proposed remedies if problem(s) exist (s) as indicated in item 3. List N/A if not applicable.
5. Information on the rate of expenditure versus progress on project.
6. If applicable, information on equipment purchased during the reporting period. List N/A if no equipment purchased during reporting period.
7. Any additional pertinent information, including, when appropriate, analysis and information of cost overruns or high unit costs or unanticipated economics. List N/A if not applicable.

*Electronic deliverables must be managed and submitted in accordance with the Chesapeake Bay Program's guidelines and policies for the submission of data, information and documents. (Refer to page 12 (Data/Information & Document Deliverables) of Assistance Agreement Guidance and Attachments 8, 9A, and 9B.)*

**WORK PLAN AND PROGRESS MADE  
PERFORMANCE RESULTS UNDER ASSISTANCE AGREEMENTS  
TEMPLATE**

*(Please use the template below for all assistance agreements.)*

**Project Officer Name:**  
**Award Number:**  
**Assistance Agreement Title:**  
**Significant Amendments and Dates:**  
**Recipient Name:**

**Office:**  
**Award Date:**

<b>Objective #X</b>	<b>Objective/Project Title</b>	<b>Budget for this Objective:</b>	<i>Total: \$xxx EPA Share: \$xxx Non Federal Share: \$xxx</i>
<b>Narrative Summary of Outputs for this Objective:</b>	xxxxxx		
<b>Description of Objective:</b>	<p><i>Answer these questions.</i></p> <ol style="list-style-type: none"> <li>1) <i>What is the ultimate goal of the project?</i></li> <li>2) <i>What will be accomplished during the current grant cycle?</i></li> <li>3) <i>If a multi-year project, what has been completed in previous years? Is the project on track?</i></li> </ol>		
<b>Tasks Under this Objective:</b>	<ol style="list-style-type: none"> <li>1. xxx</li> <li>2. xxx</li> <li>3. etc.</li> </ol>		
<p><b>Specific Outputs for this Objective</b> <i>The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.</i></p>	<p><u>Programmatic</u></p> <ul style="list-style-type: none"> <li>• xxx (e.g. # acres of BMP installed; # of roundtables/workshops held; # of brochures created)</li> <li>• xxx</li> </ul> <p><b><u>For nutrient and sediment controls, report outputs in format that CBP can translate into pounds reduced, see Attachment 6. (This can be done annually).</u></b></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• xxx (e.g. Semi-annual report of accomplishments submitted to EPA; NPS BMP and Point Source data submitted to CBP (if applicable)).</li> <li>• Xxx</li> </ul> <p><b>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates).</b></p>		

<p><b>Outcomes for this Objective:</b> (Refer to Attachment 3)</p>	<p style="text-align: right;"><b>Chesapeake 2000</b></p> <p><u>Chesapeake 2000 Commitment:</u>  <u>Chesapeake Bay Program Goal:</u>  <u>Chesapeake Bay Program Topic Area:</u>  <u>Chesapeake Bay Program Activity Category:</u></p> <p><b>(Note: Refer to Outcome lists in Attachment 3 for C2K Commitments CAP Goals, Topic Areas, and Activity Categories.)</b></p>
<p><b>Link to EPA’s Strategic Plan</b> (all funding issued by EPA CBPO falls under this strategic link) (This is pre-populated info).</p>	<p><u>EPA Strategic Plan Goal</u>          Goal 4: Healthy Communities and Ecosystems  <u>EPA Strategic Plan Objective</u>          4.3: Ecosystems  <u>EPA Strategic Plan Sub-objective</u>          4.3.4: Improve Aquatic Health of the Chesapeake Bay</p>
<p><b>Progress for this Objective</b> (to be completed and submitted to the PO with each progress report)</p>	<p><i>This section will be left blank in the work plan but will be completed for the progress reports.</i></p>

**Issues/Problems**

**Project Officer Comments**



	<p>strategies capable of generating nutrient reductions, primarily working with golf courses and lawn service firms to develop nutrient management plans. All nutrient management plans are tracked by type of farm, farm size, reason plan was requested, acres planned, and hydrologic unit. Other information relating to nutrient management activities and outreach will also be tracked and reported to EPA on a semi-annual basis.</p>
<p><b>Tasks Under this Objective:</b></p>	<ol style="list-style-type: none"> <li>1) Develop nutrient management plans for regulated operations.</li> <li>2) Review sewage sludge application site plans</li> <li>3) Assist farmers with manure sampling, analysis, and interpretation.</li> <li>4) Provide technical advice to cooperating agency personnel and private sector planners.</li> <li>5) Incorporate nutrient management concepts and practices as appropriate into field days and farmer meetings.</li> </ol>
<p><b>Specific Outputs for this Objective</b>  <i>The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.</i></p>	<p><b><u>Programmatic</u></b></p> <ul style="list-style-type: none"> <li>• 20,000 acres covered with NMPs</li> <li>• 80 Sewage Sludge (SS) Plans and 100 NMPs Reviewed</li> <li>• 200 manure samples taken</li> </ul> <p><b><u>Administrative</u></b></p> <ul style="list-style-type: none"> <li>• Semi-annual reports</li> </ul> <p><b>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates).</b></p>
<p><b>Outcomes for this Objective:</b>  <b>(Refer to Attachment 3)</b></p>	<p><b><u>Chesapeake 2000 Commitment:</u></b>          3.1 - Improve water quality in the tributaries of the Chesapeake Bay.</p> <p><b><u>Chesapeake Bay Program Goal:</u></b>          Protect and Restore Water Quality</p> <p><b><u>Chesapeake Bay Program Topic Area:</u></b>          Agricultural Lands and Animal Operations</p> <p><b><u>Chesapeake Bay Program Activity Category:</u></b>          Technical Assistance</p> <p><b>Report in way that CBP can input into WSM to estimate lbs TN, TP, TSS reduced.</b></p>
<p><b>Link to EPA’s Strategic Plan</b>  <i>(all funding issued by EPA CBPO falls under this strategic link)</i>  <i>(this is pre-populated info)</i></p>	<p><b><u>EPA Strategic Plan Goal</u></b>          Goal 4: Healthy Communities and Ecosystems</p> <p><b><u>EPA Strategic Plan Objective</u></b>          4.3: Ecosystems</p> <p><b><u>EPA Strategic Plan Sub-objective</u></b>          4.3.4: Improve Aquatic Health of the Chesapeake Bay</p>

<p><b>Progress for this Objective</b> <i>(to be completed and submitted to the PO with each progress report)</i></p>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"><li>• 19,929 acres covered by NMPs</li><li>• 86 SS Plans Reviewed; 171 NMPs reviewed.</li><li>• 232 Samples Taken</li></ul> <p><u>Outcomes:</u> 193,743 lbs of nitrogen and 87,653 lbs of phosphorus reduced</p>
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**Issues/Problems:** None

**Project Officer Comments:** None



<p><b>Outcomes for this Objective:</b> <i>(Refer to Attachment 3)</i></p>	<p><u>Chesapeake 2000 Commitment:</u> 5.0 Stewardship and Community Engagement <u>Chesapeake Bay Program Goal:</u> Foster Chesapeake Stewardship <u>Chesapeake Bay Program Topic Area:</u> Citizen Engagement <u>Chesapeake Bay Program Activity Category:</u> Education</p>
<p><b>Link to EPA’s Strategic Plan</b> <i>(all funding issued by EPA CBPO falls under this strategic link) (this is pre-populated info)</i></p>	<p><u>EPA Strategic Plan Goal</u> Goal 4: Healthy Communities and Ecosystems <u>EPA Strategic Plan Objective</u> 4.3: Ecosystems <u>EPA Strategic Plan Sub-objective</u> 4.3.4: Improve Aquatic Health of the Chesapeake Bay</p>
<p><b>Progress for this Objective</b> <i>(to be completed and submitted to the PO with each progress report)</i></p>	<p><u>Outputs:</u> -Researched and prepared camera ready copy, including photos and graphics for inclusion in the State of the Bay Journal  -Issued 3 State of the Bay Journals (30-40 pages each)</p>

**Issues/Problems:** None

**Project Officer Comments:** None