

**Updated December 2019  
PROGRESS REPORT TEMPLATE**

*(Please use the template below and follow the instructions under sub-section C., “Work Plan” of the main grant guidance for all assistance agreements.)*

- Recipient Name: Award Date:
- Award Number: Office:
- Project Officer Name:
- Assistance Agreement Title:
- Significant Amendments and Dates:
- Report Type: (Quarterly, Semi-Annual, Final)
- Period Covered by Report:
- Rate of Overall Expenditure versus Project Progress: (This information must include budget category expenditures as determined by subtracting the budget categories expenditures from the approved budget categories. This information will allow the recipient and the EPA Project Officer the ability to determine if a rebudget, time extension, or change in the Work Plan may be needed).

<b>Object Class Category (Non-construction)</b>	<b>Total Approved Allowable Budget Period Costs (EPA &amp; Non-Federal)</b>	<b>Expended to Date (EPA &amp; Non-Federal)</b>	<b>Remaining</b>
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual			
7. Construction			
8. Other			
9. Total Direct Charges			
10. Indirect Costs: 46% of Base			
11. Total			
12. Total Approved Assistance Amount			
13. Program Income			

- Equipment Purchased: (List N/A if no equipment is approved in the assistance agreement)
- Other Pertinent Cost information: (If applicable, include analysis and information of cost overruns, high unit costs, or unanticipated economics. List N/A if not applicable)
- Change in Any Objective: (List objectives that were approved in the Work Plan and will not be carried out, including supporting documentation as to why it will not be completed)

Electronic documents must be managed and submitted in accordance with the Chesapeake Bay Program’s guidelines and policies for the submission of data, information and documents.

Objective #X	Objective/Project Title	Budget for this Objective:	Total: \$xxx EPA Share: \$xxx Non Federal Share: \$xxx
<b>Narrative Summary of Outputs for this Objective:</b>	<i>Add narrative summary of the objective.</i>		
<b>Description of Objective:</b>	<p><i>Answer these questions.</i></p> <ol style="list-style-type: none"> <li><i>1) What is the ultimate goal of the project?</i></li> <li><i>2) What will be accomplished during the current grant cycle?</i></li> <li><i>3) 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>	<p><i>List tasks of objectives:</i></p> <ol style="list-style-type: none"> <li><i>1. xxx</i></li> <li><i>2. xxx</i></li> <li><i>3. etc.</i></li> </ol>		
<b>Specific Outputs for this Objective</b> <i>(The extent that outputs are accomplished will serve as the EPA evaluation criteria for this project/program. See pages 28 – 30 and 41 – 46 of main grant guidance for additional information.)</i>	<p><u>Programmatic</u></p> <ul style="list-style-type: none"> <li>• <i>xxx (e.g. # acres of BMP installed; # of roundtables/workshops held; # of brochures created)</i></li> <li>• <i>xxx</i></li> </ul> <p><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></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• <i>xxx (e.g. Semi-annual report of accomplishments submitted to EPA; NPS BMP and Point Source data submitted to CBP (if applicable)).</i></li> <li>• <i>Xxx</i></li> </ul> <p><i>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates).</i></p>		
<b>Outcomes for this Objective:</b> <i>(Refer to Attachment 3)</i>	<p><u>2014 Chesapeake Bay Watershed Agreement Goals and Outcomes:</u></p> <p><i>(Note: Refer to goals and outcomes listed in Attachment 3. Recipients should list all 2014 Chesapeake Bay Watershed Agreement goals and outcomes that are linked to this objective.)</i></p>		
<b>Link to EPA's Strategic Plan</b> <i>(All funding issued by EPA CBPO</i>	<p>2018 – 2022 Strategic Plan  <a href="https://www.epa.gov/planandbudget/strategicplan">https://www.epa.gov/planandbudget/strategicplan</a></p>		

<p><i>falls under this strategic link and all work plans should include this goal and objective.)</i></p>	<p><b>Goal 1 - A Cleaner, Healthier Environment</b> Objective 1.2: Provide for Clean and Safe Water</p>
<p><b>Link to Jurisdiction’s WIP Commitment(s)</b> <i>(Applicable to CBIG and CBRAP only. All others list N/A.)</i></p>	<p><u>(Note: This link only needs to be filled out for CBRAP objectives and CBIG objectives that are linked to the Water Quality Goal of the 2014 Chesapeake Bay Watershed Agreement. All other objectives should state “Not applicable.” This link should be as detailed as possible, including any chapter numbers, section numbers, and/or page numbers of the jurisdiction’s WIP and 2014 Chesapeake Bay Watershed Agreement management strategies.)</u></p>
<p><b>Link to Priority Practices and/or Priority Watershed</b> <i>(See pages 32 – 38 of main grant guidance for additional information.)</i></p>	<p><u>Please include the following, as applicable:</u></p> <p>Priority Practice(s)</p> <ol style="list-style-type: none"> <li>1.) Which priority practice(s) will be implemented in this objective?</li> <li>2.) Please provide a short justification as to why the practice(s) is a priority for the location it is to be implemented.</li> <li>3.) Which priority strategy(s) will be implemented in this objective? <u>(Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</u></li> </ol> <p>Priority Watershed</p> <ol style="list-style-type: none"> <li>1.) Which priority watershed will be addressed by this objective?</li> <li>2.) Watershed considered priority by (please check one):  <input type="checkbox"/> CBP Priority Agricultural Watersheds Map  <a href="https://www.chesapeakebay.net/what/maps/keyword/agriculture">https://www.chesapeakebay.net/what/maps/keyword/agriculture</a>  <input type="checkbox"/> USDA Core 4  <input type="checkbox"/> Other (please include a short justification as to why this watershed is considered a priority)</li> <li>3.) Which priority strategy(s) will be implemented in this objective? <u>(Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</u></li> </ol>
<p><b>Progress for this Objective</b> <i>(To be completed and submitted to the PO with each progress report.)</i></p>	<p><i>This section will be left blank in the work plan but will be completed for the progress reports.</i></p> <p>Please indicate the following in addition to a description of the progress completed under this objective:</p> <ol style="list-style-type: none"> <li>1. Percentage of the objective completed</li> <li>2. A comparison of actual accomplishments (outputs, outcomes) with the anticipated outputs/outcomes.</li> </ol>

	<p>3. If applicable, problems encountered during the performance period, which may interfere with meeting program/project objectives. (List N/A if no problem exists.)</p> <p>4. List proposed remedies if problem(s) exist (s) as indicated in item 3. List N/A if not applicable.</p> <p>5. Estimates of the pounds of nutrients or sediment reduced, for those objectives linked to nutrient or sediment reduction.</p>
--	--

**Project Officer Comments**