



# STATUS REPORT GUIDANCE AND TEMPLATE FOR 319 CONTRACTS

Prepared by the Water Quality Planning Bureau-Watershed Protection Section August 2011.  
Revised May 2013.

## Purpose

This document provides guidance for submitting status reports to DEQ for 319 contracts. Status reports serve two purposes: meet the EPA/GRTS **reporting requirement** and provide DEQ project managers with the information needed to **justify payments**. Additionally, status reports help to keep everyone (DEQ, EPA and contractors) informed about the progress of the contract. This is especially important if issues or complications arise. Frequent and regular communication reduces the need for last minute action to get a contract, task or activity completed and reimbursed. Contractors should maintain regular contact with the DEQ project manager. The definition of “regular contact” will be established by the DEQ project manager during the contract initiation meeting, and may be amended over the term of the contract. **At a minimum**, the status report provides a basis for regular contact.

## Format

Status reports must include certain elements in order to be approved by DEQ. Status reports **must** be submitted using the **319 Status Report template**. The template is designed to ensure that all the necessary elements of a status report are included. The template is designed to be filled out upon contract execution and then updated for each submittal (i.e., some information will only be entered once). Information in the template that appears in [*block parentheses and italics*] provides instruction on what information should be included for that element. These instructions should be deleted after you complete the status report). Headers and titles that appear **bold and/or underlined** are part of the status report itself and should remain in place when the report is completed. A blank template is available online at <http://deq.mt.gov/wqinfo/nonpoint/319Grants.mcp>.

## Content

All payment requests are on a reimbursement basis only. Every Attachment B Billing Statement must include a status report. Status reports must include a detailed description of the work completed that adequately justifies all expenses shown in the Attachment B Billing Statement. DEQ project managers may request additional information (e.g. receipts, invoices, photos, meeting attendance sheets, etc.) to justify approval of payment.

- A Status Report should **summarize all the activities** related to the contract that were accomplished during the reporting period. If a request for reimbursement\* was submitted in the middle of the quarter the Status Report should clearly delineate all the work within that quarter and which activities were already reimbursed.
- The report should not include activities from *previous periods* that were included in earlier status reports.
- The **status report narrative must** provide DEQ project managers with sufficient information to justify the requested payment. Receipts and itemized invoices **should not** be submitted with Status Reports unless specifically requested by the DEQ project manager; however, this supplemental information **must** be maintained by the contractor.
- Match must be reported for each quarter it was incurred, and the Status Report should provide information to justify the reported match.
- In the event that no billable work occurred during the quarter, a Status Report **is still required** and should explain why no work occurred.

## Timing and Submittal

As a requirement of the 319 contract with DEQ, status reports and Attachment B Billing Statements must be submitted **quarterly\***. Reports are due within 15 days of the end of the quarter (April 15, July 15, October 15, and January 15\*\*). This regular submittal increases communications between contractors and DEQ, which facilitates DEQ’s contract management processes, resulting in a faster turnaround time on payments.

Two copies must be submitted:

1. A signed hard copy must be mailed to DEQ (Attention: DEQ/PPA/Fiscal, Subject: 319 Contract #)
2. An electronic copy must be submitted to the DEQ project manager.

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\* Attachment B Billing Statements and Status Report, may be submitted before the end of the quarter if needed, however a Status Report is still required at the end of each quarter and must include activities for the whole quarter.

\*\*An Annual Report will be accepted in place of the 4<sup>th</sup> Quarter report. See Annual Report Guidance for more details.

**GENERAL INFORMATION**

<b>Project Title:</b>		
<b>Sponsor:</b>		
<b>Contact Name:</b>	<b>Email:</b>	
<b>Address:</b>	<b>Phone:</b>	<b>Fax:</b>

**ACTIVITIES**

[Copy these headings for all the tasks from the 319 contract; similarly, each task from the contract should be reported on for every reporting period, even if no billable work occurred.]

**Task 1**

**Title:** [The name of this task from Attachment A of the 319 contract.]

**Is the task complete?:** [If the task is complete include the date it was completed. For a task to be considered complete all deliverables must have been submitted, reviewed and accepted. If the task is not complete please estimate with a percentage.]

**Description:** [Include the description from Attachment A of the 319 Contract. This should remain the same for each status report, unless a modification occurs.]

**Status Report:** [Provide a detailed description of work completed during the reporting period. Discuss any issues that have come up and how they have been, or will be resolved. If no activities have occurred for the reporting period explain why. This section should provide the information necessary to justify any money spent on this task during the reporting period. This section should only include activities that occurred during the reporting period, not previously reported activities.]

**Upcoming Activities:** [Describe what is planned next for this task.]

**Deliverables:** [Use this table for each Task to summarize all the deliverables as listed in Attachment A of the 319 contract. All deliverables should be submitted to DEQ as they are completed.]

<b>Deliverable</b>	<b>Status/Date Completed</b>	<b>Notes/Comments</b>

**FINANCES**

Every status report must be submitted with a completed Attachment B Billing Statement.

<b>Summary of Quarterly Finances</b>	
Total 319 Funds Requested this Quarter	\$
Total Match Reported this Quarter	\$

**SIGNATURE**

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[Name, Title]

[Date]