## General Information

|  |
| --- |
| **Project Title:**  |
| **Sponsor:** |
| **Contact Name:** | **Email:** |
| **Address:** | **Phone:** | **Fax:** |

## 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 complete. For a task to be considered complete, all deliverables must have been submitted, reviewed and approved.*]

**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:** [*Summarize activities that occurred throughout the year. 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. Provide a detailed description of work completed during the 4th Quarter; this section should provide the information necessary to justify any money spent on this task during the 4th Quarter.*]

**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.]*

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Status/Date Completed** | **Notes/Comments** |
|  |  |  |

### Task 2

**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 complete. For a task to be considered complete, all deliverables must have been submitted, reviewed and approved.*]

**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:** [*Summarize activities that occurred throughout the year. 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. Provide a detailed description of work completed during the 4th Quarter; this section should provide the information necessary to justify any money spent on this task during the 4th Quarter.*]

**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.]*

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Status/Date Completed** | **Notes/Comments** |
|  |  |  |

## Finances

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

|  |
| --- |
| **Summary of Quarterly Finances** |
| Total 319 Funds Requested this Quarter | $ |
| Total Match Reported this Quarter | $ |
|  |
| **Summary of Annual Finances** |
| Total 319 Funds Requested this Year | $ |
| Total Match Reported this Year | $ |

## Signature

[Name, Title] [Date]