Appendix E
Division of Watershed Management
SFY 2007 319(h) Quarterly Reporting Requirements

Title Page or Cover
Title of Project
Grant Project RP Number
Contact person or project manager/address/telephone number of grantee
Report Period

Summary of Progress to Date: Must include major project activities implemented, number of sites addressed, progress in attainment of the project objective, timelines, percentage of task complete, etc.

Slippage Report: Must describe any slippage in project timeline or budget along with an explanation and revised timetable, budget, and new completion schedule. Please note that project no cost time extensions must be applied for through the project manager and will only be granted when the grantee has demonstrated unforeseeable project setbacks. No project will be granted more than one no cost time extension unless an exception is given from the Director of the Division.

Problems/Issues: Must describe any problems encountered in project implementation, such as unanticipated events and their consequences, along with a description of the solutions applied (should cross-reference the slippage report is applicable).

Pollutant Load Reduction Data: Must include information to be used by the Department in modeling pollutant load reductions, <u>for implementation projects only</u>. This section must describe all in-the-ground implementation work performed during the quarter, including: the BMPs installed (e.g. riparian buffer, sand filter, etc.), number of each BMP, and length of BMP installed (e.g. 100 linear feet of riparian buffer).

Additional Information:
- Summary of Activities Planned in Next Project Period
- Attachments (as appropriate)
- Surveys
- Monitoring data and/or results
- Attendance sheets

<u>All Quarterly Reports Must Include an Expenditure Report</u>
An expenditure report, also known as Attachment C in the executed grant agreement, is required to be submitted with every quarterly report. If there are no expenditures for the work period, the Expenditure Report must still be submitted indicating $0 in the total. Fiscal Information should include: time sheets, phone logs, mileage logs, bills, and receipts for expenditures related to the project.