**PROGRESS REPORT:**

**ENV 20 MVP 02 - FY 20 MVP Action Grant Monthly Report Form**

**REPORT SUMMARY**

Reporting period from: to:

Project Name: Municipality:

Contractor vendor code (from contract): MMARS Doc ID (from contract):

Project Manager: Phone:

Email:

**GRANT REPORT NARRATIVE**

1. Project schedule (please include any reasons for change in schedule if needed)
2. Project scope (progress toward deliverables and percent of task completion (please list for each task in attachment B of your contract). Include any change in scope.
3. Current status of project costs/budget (please include any anticipated underruns or overruns)
4. List significant activities that have occurred this period
5. List anticipated work for next period
6. List any upcoming significant project meetings or community engagement meetings related to this project, including dates, times, and locations if known (our Regional Coordinators may reach out to attend)

**ADDITIONAL INFORMATION**

1. Please let us know if additional assistance from EEA or partners is needed.

**REIMBURSEMENT REQUEST**

*Please fill out the separate* ***FY20 Action Grant******Reimbursement Request Template for fully completed******tasks(s)*** *and see the* ***Guidance for FY20 MVP Action Grant Reimbursement document*** *for details. Note that all deliverables for those completed task(s) must be submitted to your regional coordinator with the reimbursement request.*

**COMPLETED DELIVERABLES**

Please attach all completed deliverables, ensuring their file names are consistent with the names in the agreed upon scope for easy identification.