**PROGRESS REPORT:**

**ENV 21 MVP 02 - FY 21-22 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:

**REIMBURSEMENT REQUEST**

*Please fill out the separate* ***FY21 Action Grant******Reimbursement Request Template for fully completed******tasks(s)*** *and see the* ***Guidance for FY21-22 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.*

**DELIVERABLES**

Please attach all draft and completed deliverables from this month, ensuring their file names are consistent with the names in the agreed upon scope for easy identification. Example: 1.4\_brief-name.pdf"

**GRANT REPORT NARRATIVE**

*Note: Changes to scope, timeline, or budget (outlined in Attachment B to your contract) are discouraged and should be discussed with your Regional Coordinator before proceeding. Approved changes may require a formal contract amendment to ensure you will be in good standing for reimbursement.*

1. Please describe your progress toward completing the tasks and deliverables outlined in Attachment B to your contract.

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| --- | --- | --- | --- | --- |
| **Project Task # and Description (from Att. B):** | **Deliverables (from Att. B)** | **Due date (from Att. B)** | **Progress description:** | **Estimated % complete:** |
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1. Please describe any requested deviations from the following:

*Note: Changes should be discussed with your Regional Coordinator before proceeding. Approved changes may require a formal contract amendment to ensure you will be in good standing for reimbursement. Your RC will be able to provide guidance.*

Project schedule:

Budget (including any anticipated underruns or overruns):

Tasks or deliverables:

1. List significant activities that have occurred this month.
2. List anticipated work for next month.
3. List any upcoming significant project meetings or community engagement meetings related to this project, including dates, times, and locations if known (please invite your Regional Coordinator to attend).

**ADDITIONAL INFORMATION**

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