Division of Boating and Waterways Agreement No:

Progress Report No:

Reporting Period:

Submission Date:

[Title of the Project]

Grantee:

Address:

City, State, Zip Code:

Contact Name:

Telephone No:

Email Address:

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| --- | --- | --- |
| Task Number | Title of the Task | Total Percent Task  Completed |
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Description of Work Completed during the Reporting Period

[Report the progress of each task in the Scope of Work under the Agreement]

Task # and Title:

Identify the work that was completed during the reporting time period under the task, describe what was done, and if there were any issues, as well as milestones achieved, monitoring data (if applicable) and the success and progress for completing the task. If work was not scheduled on the task during the reporting period, indicate that “No work for this task was scheduled during the reporting period.”

Deliverables: Name the Deliverables for the task completed during the reporting period, if due.

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And so on.