**Cooperative Watershed Management Program**

**GUIDANCE: 270 DAY PROGRESS REPORT BY RECIPIENT**

Please provide a 270 day progress report to the Grants Officer by \_\_\_\_\_ for the period of \_\_\_\_\_ to \_\_\_\_\_\_. The following is an example of updates/progress that you can provide.

**Date:**

**Reporting Period:**

**Recipient:** (entity name, contact person, phone number, and address)

**Project Name:**

**Assistance Agreement Number:**

1. **List the milestones scheduled to be completed in this reporting period as established by the financial assistance agreement.**
2. **Is the project on schedule? Has the project met the expected milestones as established by the financial assistance agreement?** (If milestones were not met, please explain the reasons they were not met and potential solutions for addressing issues)
3. **What is the status of any milestones from the previous reporting period that were not met?**
4. **Is the project on schedule to meet its expected completion date?** (If not, please address steps being taken to bring the project back on schedule.)
5. **Is the project proceeding in accordance with the original cost estimate?**
6. **Identify any other pertinent issues related to the status of the project.**
7. **Attachments (if applicable)**