**COASTAL MANAGEMENT PROGRAM**

**PROJECT OF SPECIAL MERIT (GOMESA)**

**PROGRESS REPORT**

**Project Title:**

**Contract #:**

**Reporting Period:**

|  |
| --- |
| **Overall Project Progress:**  *(Describe the progress of the project during this reporting period. This should include a description of any activities or items that you are requesting reimbursement for.)* |

|  |
| --- |
| **Delays and Concerns:**  *(Provide a detailed explanation of any delays in project work or deliverables. Discuss any other issues or concerns that arose during the reporting period.)* |

***Fill out the tables below to show the status for each deliverable. (This text can be removed in submitted report)***

* *Add rows for additional deliverables as necessary. Add tables for additional tasks as necessary.*
* *If more space is needed to explain status/update or plans for next reporting period, the table will allow each row to have multiple rows of text.*
* *If you have asked for an extension to a deliverable due date, strikethrough the original due date and include the new due date in the table*
* *Status/Update column should include:* 
  + *Date completed if the deliverable was submitted during this or a previous reporting period*
  + *Major accomplishments during reporting period*
  + *Problems or obstacles during reporting period (e.g., delays, remedial action taken)*
  + *Dates and locations of events, presentations, meetings, etc.*
* *Plans for Next Reporting Period should be marked as N/A if you do not intend to begin work on a deliverable.*

**Task 1: *(Place title here)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Due Date** | **Status/ Update** | **Plans for Next Reporting Period** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Task 2: *(Place title here)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Due Date** | **Status/ Update** | **Plans for Next Reporting Period** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Task 3: *(Place title here)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Due Date** | **Status/ Update** | **Plans for Next Reporting Period** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Personnel Eligibility List (PEL)**

*List all personnel currently receiving funding from this grant (e.g. salary, fringe benefits, tuition, stiped, etc.). The personnel should be reflected on reimbursement requests, as necessary. If a person on a reimbursement request is not shown here, invoice processing may be delayed. (Add additional rows as necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Funding Received** | **Project Role/Tasks worked on during this reporting period** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |