

COUNTY OF VOLUSIA
ECHO GRANTS-IN-AID AGREEMENT

<u>ECHO GRANT</u>	
<u>QUARTERLY PROJECT STATUS REPORT FORM</u>	
For Grant Period:	October 1, 2009 – December 31, 2009
Due by:	January 15, 2010

Grant Number: _____ Name of Organization: _____

Name of Project: _____

- 1) The percentage of the project completion is estimated to be: _____%

- 2) Using the narrative from your prior quarterly report as a starting point (if applicable), explain what progress has been made since last quarter.

- 3) _____ I have updated the project information by (A) updating the information provided in the previous official Quarterly Report published by the ECHO Program Coordinator *and* (B) I have added all new activity relative to the project progress. Attach the edited information to this form AND email it to <cmcfarlane@co.volusia.fl.us>.

- 4) The construction timeline for this project has _____ changed _____not changed. If the timeline has changed, go to number 4 below. If the timeline has not changed, then skip number 4 and go directly to number 5.

- 5) If your timeline changed, complete the following: (A) provide a brief narrative of why the timeline changed and state what the differences in the timeline are and (B) Insert a chart that shows the old timeline compared to the new timeline.

- 6) Does the existing Budget Detail, including line item description and/or expense, provided to the ECHO office require revision ___Yes ___No? If yes, complete the Budget Change Template form (on <http://volusiaforever-echo.com/echo/> under the heading “Grantees”). Include a cover letter officially requesting the County to approve the change.

- 7) Does the existing approved design of your project provided to the ECHO office require revision ___Yes ___No? If yes, then you must provide a drawing showing the change (current vs. proposed) and include a cover letter officially requesting the County to approve the change.

Signature of Grant Project Contact

Date