



COUNTY OF VOLUSIA
ECHO GRANTS-IN-AID AGREEMENT
QUARTERLY PROJECT STATUS REPORT FORM

INSTRUCTIONS: Fill out all information and return this form to the ECHO department by email to sharris@co.volusia.fl.us. You may type your answers directly into this document. If you are submitting a budget change request, all forms must be signed and sent to Sedrick Harris at sharris@co.volusia.fl.us.

For 2012 Reporting Period (please check one):

- | | | | |
|-----------|--------------------------|-------------------------------|----------------|
| Quarter 1 | <input type="checkbox"/> | January 1 through March 31 | Due April 16 |
| Quarter 2 | <input type="checkbox"/> | April 1 through June 30 | Due July 16 |
| Quarter 3 | <input type="checkbox"/> | July 1 through September 30 | Due October 15 |
| Quarter 4 | <input type="checkbox"/> | October 1 through December 31 | Due January 17 |

Grant Number: _____ Name of Organization: _____

Name of Project: _____

- 1) The completion percentage of the project design is ____%; construction is ____%.
- 2) In a narrative explain what progress has been made since last quarter.
- 3) (Y or N) – Has there been a change in the **construction timeline** since last quarter? If so, attach a chart that shows the old timeline compared to the new timeline, and a narrative explaining why the change was necessary and what the differences are.
- 4) (Y or N) – Has there been a change in the **project information** (description or scope of the project) since last quarter? If so, please explain.
- 5) (Y or N) Has there been a change in the **budget detail**? If so, complete the Budget Request Change Form (<http://volusiaforever-echo.com/echo/post-award.htm> under the heading “Grantees”). Include a cover letter officially requesting the County to approve the change and send to Sedrick Harris at sharris@co.volusia.fl.us **before you proceed with construction.**
- 6) (Y or N) Has there been a change in the **design** of the project? If so, you must provide a drawing showing the change (current vs. proposed) and a cover letter officially requesting the County to approve the change **before you proceed with construction.**

Signature of Grant Project Contact

Date