

**Kentucky Division of Water**

**Source Water Protection Assistance PrograM**

**PROGRESS Report and Reimbursement Form**

**Reporting Requirements:**

Project funding recipients will be required to submit progress reports quarterly through project completion. A progress report must be submitted once each quarter during the agreement period due on: **November 15th, March 15th, July 15th, and December 15th.** Reimbursement requests and associated invoices must be submitted with the quarterly reports and should reflect the work completed during the quarter. Reimbursement requests do not have to be submitted each quarter if not needed. The last quarterly report will serve as the final requirement for projects. Please submit reports to Laura Dye via email or mail.

**Funding Recipient Information:**

Project Title:Click here to enter text.

Applicant/Organization:Click here to enter text.

Mailing Address:Click here to enter text.

Contact Person:Click here to enter text.

Telephone: Click here to enter text. Email:Click here to enter text.

Associated Public Water System(s):Click here to enter text.

PWS ID Number(s):Click here to enter text.

**Reporting Instructions:**

Project funding recipients are responsible for tracking and managing project tasks, deliverables and invoices as they relate to their approved Memorandum of Agreement (MOA). Each report must summarize project tasks, deliverables and the expenditures completed during the quarter. Supporting materials and documentation should accompany each report. A final report must summarize the outcome(s) of the project as identified in the funding application and approved MOA. Photographs of completed projects and other deliverables may be required depending on the project.

Reimbursement will only be issued after the completed tasks and deliverables have been reviewed and accepted by Kentucky Division of Water (KDOW) staff. Reimbursement requests must be accompanied by copies of paid invoices and submitted quarterly or by December 15th. Changes to the MOA or reallocation of funds require prior approval from KDOW.

Each report should have completed Quarterly Reporting Summary and Narrative sections. The Final Reporting Summary section must be completed to summarize and conclude projects.

**Quarterly Reporting Summary:**

Check which quarter this report represents:

[ ]  **November 15th** [ ]  **March 15th** [ ] **July 15th** [ ]  **December 15th**

**Reporting Summary Table:**

Please list the project tasks as identified in the approved MOA that have been initiated or completed during this quarter. Briefly describe the progress made on appropriate tasks and deliverables during the quarter. Reimbursements will only be made for the amount on submitted invoices.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Task(s) and Deliverables****(Include Dates)** | **Comments** | **Matching Funds ($)** | **Reimbursement Request ($)** |
| **Task 1:** |  |  |  |
| **Task 2:** |  |  |  |
| **Task 3:** |  |  |  |
| **Task 4:** |  |  |  |
| **Total Quarter Expenditures ($)** |  |  |
| **Total Expenditures to Date ($)** |  |  |

**Narrative:**

1. Is the project currently on schedule to be completed within the timeframe as stated in the MOA? If not, please explain why.

Click here to enter text.

1. What task elements and deliverables do you plan to achieve by the next quarterly reporting period?

Click here to enter text.

1. Do you anticipate any changes to the project tasks or deliverables? If yes, please explain.

Click here to enter text.

1. Do you plan to file for an extension of the approved MOA? All work must be completed and submitted to DOW prior to the completion date as stated in the approved MOA. If you expect to file for an extension, please notify KDOW at least three months in advance of your current completion date.

Click here to enter text.

1. Provide supporting materials - Invoices, documents for review, photographs and/or public education materials. List all documents attached:

Click here to enter text.

1. Other comments/remarks:

Click here to enter text.

**Final Reporting Summary:**

**Complete this section for the final report ONLY.** Please summarize the project relative to the tasks and deliverables included in your approved MOA. Provide this summary as three sections:

1. **Background:** Summarize the project and provide general background information in regards to source water protection elements.

Click here to enter text.

1. **Project Summary:** Provide a general discussion of the outcome of the project goals and objectives. Were these project goals and objectives successfully met? Explain how tasks were managed throughout the project and what deliverables were completed . Were source water protection elements adequately addressed?

Click here to enter text.

1. **Conclusions:** Briefly describe the outcome of the project relative to its proposed tasks, timelines and deliverables. Did the project implement or develop a source water or wellhead protection plan? Were all project staff and parners involved and committed throughout the duration of the project? Were there specific components of the project that were unsuccessful? If so, what would you change to alter the outcome? Describe your future plans/goals with source water protection after the completion of this project.

Click here to enter text.

**Signatures:**

## This form will be reviewed by DOW staff and placed in the recipient’s file. If you have questions regarding this form, contact Laura Dye at (502)782-7029 or Laura.Dye@ky.gov.

**Project Manager Printed Name/Title:** Click here to enter text.

**Signature:**  **Date:** Click here to enter text.

**Authorized Official Printed Name/Title:** Click here to enter text.

**Signature:**  **Date:** Click here to enter text.

**Please sign and return this form and invoices/documents to:**

Kentucky Division of Water

Watershed Management Branch

Attention: Laura Dye

300 Sower Boulevard, 3rd Floor

Frankfort, Kentucky 40601 or Laura.Dye@ky.gov