



PROGRESS REPORT

California State Parks Division of Boating and Waterways
Quagga and Zebra Mussel Infestation Prevention Grant Program

Division of Boating and Waterways Agreement No: _____

Progress Report No: _____

Reporting Period: _____

Submission Date: _____

[Title of the Project]

Grantee: _____

Address: _____

City, State, Zip Code: _____

Contact Name: _____

Telephone No: _____

Email Address: _____

Task Number	Title of the Task	Total Percent Task Completed
1.	(Insert Task 1 from the Scope of Work in the Grant Agreement. <i>e.g. Implement a Watercraft Inspection Program</i>)	<i>e.g. 15%</i>
2.	(Insert Task 2 from the Scope of Work in the Grant Agreement. <i>e.g. Develop a QZ Outreach Program</i>)	<i>e.g. 25%</i>
3.	(Insert Task 3 from the Scope of Work in the Grant Agreement. <i>e.g. Conduct early-detection monitoring</i>)	<i>e.g. 25%</i>

- For Tier 2- Implementation Projects Only-please also report on other grant requirements. If your agency has participated in any of the three required outreach events during this reporting period, please attach the completed Outreach and Education Event Report Template (available on our QZ Grant Program webpage: http://dbw.parks.ca.gov/?page_id=29256) to this quarterly progress report.



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Description of Work Completed during the Reporting Period

[Write out all tasks and subtasks as listed in the Scope of Work under the Grant Agreement and report the progress completed for each]

Task # 1 and Title:

For each task, identify the work that was completed during the reporting period including milestones achieved, any issues encountered, inspections and early-detection mussel monitoring data (if applicable). If work was not completed on the task during the reporting period, indicate that “No work for this task was scheduled during the reporting period” or “Progress was not completed on this task because...” and give a brief explanation why.

Deliverables: Name the Deliverables for each task completed during the reporting period.

Task # 2 and Title:

For each task, identify the work that was completed during the reporting period including milestones achieved, any issues encountered, inspections and early-detection mussel monitoring data (if applicable). If work was not completed on the task during the reporting period, indicate that “No work for this task was scheduled during the reporting period” or “Progress was not completed on this task because...” and give a brief explanation why.

Deliverables: Name the Deliverables for each task completed during the reporting period.

Task # 3 and Title:

For each task, identify the work that was completed during the reporting period including milestones achieved, any issues encountered, inspections and early-detection mussel monitoring data (if applicable). If work was not completed on the task during the reporting period, indicate that “No work for this task was scheduled during the reporting period” or “Progress was not completed on this task because...” and give a brief explanation on why.

Deliverables: Name the Deliverables for each task completed during the reporting period.

Task # 4 and Title:

(Same as above)