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Project Quarterly Report

**INSTRUCTIONS:**

Awardees are required to submit quarterly reports on March 31, June 30, September 30, and December 31 for the 3-month period immediately preceding each of these dates until a contract is closed out. Indicate below the reporting period for which this report is being submitted and complete all sections of this this form for the selected reporting period.

**Part I: General Information**

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| --- | --- |
| **Project Title:** |  |
| **Organization Name:** |  |
| **Agreement/Contract Number:** |  |

|  |  |
| --- | --- |
| **Quarterly Reporting Period** | January 1 - March 31, 2021  April 1 – June 30, 2021  July 1 - September 30, 2021  October 1 - December 31, 2021 |

**Part II: Quarterly Report**

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| **What specific tasks have been completed during the reporting period?** |
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| **Did any public relations events regarding your awarded project take place during the reporting period? If so, please describe the events.** |
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| **If milestones and timelines were not met, why not? Did you encounter any challenges during the reporting period which may interfere with meeting the project objectives?** |
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| **How do you propose to remedy any challenges? Can NCDEQ be of any help to remedy any challenges you may be having?** |
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| **Any additional question or comments?** |
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**Part III: Certification**

*I hereby affirm, under penalty of law, that the information provided here is true and correct to the best of my knowledge.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | | |
| **Print Name** |  | **Date** |  |

**Part IV: Submission**

Please email this completed form and any supporting documentation to your project manager listed here:

School Bus Program Sheila.Blanchard@ncdenr.gov

Onroad/Offroad/DERA Programs Jill.Vitas@ncdenr.gov

Transit Program Melanie.Henderson@ncdenr.gov

DC Fast Program Dave.Willis@ncdenr.gov

Level 2 Program Steven.Rice@ncdenr.gov