

Project Quarterly Report

INSTRUCTIONS:

Awardees are required to submit project status quarterly reports for the 3-month period immediately preceding each of these dates March 31, June 30, September 30, and December 31 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

Project Title:	
Organization Name:	
Agreement/Contract Number:	

Quantanty Departing Daviad	□ January 1 - March 31	
Quarterly Reporting Period	□ April 1 – June 30	
Year	□ July 1 - September 30	
	□ October 1 - December 31	

Part II: Quarterly Report

What specific tasks have been completed during the reporting period?		

Did any public relations events regarding your awarded project take place during the reporting period? If so, please describe the events.

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?

How do you propose to remedy any challenges? Can NCDEQ be of any help to remedy any challenges
you may be having?

Any additional question or comments?

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	Sandra.Robinson@deq.nc.gov
DERA/Clean Heavy-Duty Equipment & Vehicle Program	Matthew.Hoskins@deq.nc.gov
Transit & Shuttle Bus Program	Matthew.Hoskins@deq.nc.gov
DC Fast Program	Dave.Willis@deq.nc.gov
Level 2 Program	Steven.Rice@deq.nc.gov