



Project Quarterly Report

INSTRUCTIONS:

Awardees are required to submit 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 form for the selected reporting period.

Part I: General Information

Project Title:	
Organization Name:	
Agreement/Contract Number:	

Quarterly Reporting Period Year _____	<input type="checkbox"/> January 1 - March 31 <input type="checkbox"/> April 1 – June 30 <input type="checkbox"/> July 1 - September 30 <input type="checkbox"/> October 1 - December 31
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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?

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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 questions 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:

DERA/School Bus Program

Sheila.Blanchard@deq.nc.gov

Clean Heavy-Duty Equipment & Vehicle Program

Matthew.Hoskins@deq.nc.gov

Transit Program

Brian.Phillips@deq.nc.gov

DC Fast Program

Dave.Willis@deq.nc.gov

Level 2 Program

Steven.Rice@deq.nc.gov