



Progress Reports

1. Do not use paraphrased Final Products/Deliverables at the bottom of the Progress Report in the “Final Products (Deliverables from Scope of Work)” section.
2. Money that is requested on your Financial Report needs to be aligned with the percentage of deliverables completed.

Semiannual Progress Report

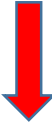
Progress reports are due April 15th and October 15th. These reports, submitted to NOAA, summarize the progress of your project during either the October 1 – March 31 or April 1 – September 30 time period. Please submit this form electronically to: april.bahen@deq.virginia.gov
YOU DO NOT NEED TO SUBMIT A HARD COPY

NOAA Grant #:	NA	Grant Year:	Task #:
Progress for the period:	October 1, _____ – March 31, _____	April 1, _____ – September 30, _____	
Agency/Locality:			
Project Title:			

NARRATIVE: Please confine your summary to the space provide below. Do not write in the first person and clearly define the “staff” who worked on the project (i.e.: “HRPDC negotiated a meeting with...”) Simply saying “staff” indicates VA CZM staff. Include references to progress made on each deliverable. Please include the **Web** address to any related information available on-line.

SUBMIT

ELECTRONICALLY



Final Products (Deliverables from Scope of Work)	% Completion	Anticipated Completion Date

Accessibility

1. Send a Word and PDF version of your Final Products.
2. Always check these things in your document even if an “Error” does not come up in the Word Accessibility checker:
 - a) Alt Text
 - b) Header Rows Specified in Tables
 - c) Bookmarks

Indirect Cost Rate Approvals for Proposals

At this time of the year ask Cognizant Agency for Indirect Cost Rate Approval Letter for next year's proposal.

This especially applies to VDOT as a Cognizant Agency.