



COUNTY OF VOLUSIA
ECHO GRANTS-IN-AID AGREEMENT
QUARTERLY PROJECT STATUS REPORT FORM

INSTRUCTIONS: Fill out all information and return this form to the ECHO department by email to sharris@co.volusia.fl.us. You may type your answers directly into this document. If you are submitting a budget change request, all forms must be signed and sent to Sedrick Harris at sharris@co.volusia.fl.us.

For 2011 Reporting Period (please check one):

Quarter 1	<input type="checkbox"/>	January 1 through March 31	Due April 15
Quarter 2	<input type="checkbox"/>	April 1 through June 30	Due July 15
Quarter 3	<input type="checkbox"/>	July 1 through September 30	Due October 16
Quarter 4	<input type="checkbox"/>	October 1 through December 31	Due January 16

Grant Number: _____ Name of Organization: _____

Name of Project: _____

- 1) The completion percentage of the project design is ____%, construction is ____%.
- 2) In a narrative explain what progress has been made since last quarter.
- 3) Y or N Has there been a change in the **construction timeline** since last quarter? If so, attach a chart that shows the old timeline compared to the new timeline, and a narrative explaining why the change was necessary and what the differences will be.
- 4) Y or N Has there been a change in the **project information** (description or scope of the project) since last quarter? If so, please explain.
- 5) Y or N Has there been a change in the **budget detail**? If so, complete the Budget Request Change Form (<http://volusiaforever-echo-echo.com/echo/> under the heading "Grantees"). Include a cover letter officially requesting the County to approve the change and send to Sedrick Harris at sharris@co.volusia.fl.us **before you proceed with construction.**
- 6) Y or N Has there been a change in the **design** of the project? If so, you must provide a drawing showing the change (current vs. proposed) and a cover letter officially requesting the County to approve the change **before you proceed with construction.**

Signature of Grant Project Contact

Date