

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
Progress Report Form**

Exhibit A

DEP Agreement No.:	SD017		
Grantee Name:	Charlotte County Board of County Commissioners on behalf of Coastal & Heartland National Estuary Partnership (CHNEP)		
Grantee Address:	18500 Murdock Circle, Fourth Floor, Port Charlotte, FL 33948		
Grantee's Grant Manager:	Jennifer Hecker	Telephone No.:	941-833-6583
Reporting Period:			
Project Number and Title:	Coastal & Heartland National Estuary Partnership (CHNEP)		
Provide the following information for all tasks and deliverables identified in the Grant Work Plan: a summary of project accomplishments for the reporting period; a comparison of actual accomplishments to goals for the period; if goals were not met, provide reasons why; provide an update on the estimated time for completion of the task and an explanation for any anticipated delays and identify by task. NOTE: Use as many pages as necessary to cover all tasks in the Grant Work Plan. <u>The following format should be followed:</u> Task 1: Progress for this reporting period: Identify any delays or problems encountered:			

This report is submitted in accordance with the reporting requirements of DEP Agreement No. SD017 and accurately reflects the activities associated with the project.

Signature of Grantee's Grant Manager

Date

SAMPLE