

**2020 CVNHP Grant**

**Quarterly Report**

DATE (Note: Please **remove all explanation text in green** prior to submittal)]

**Organization Name:** [insert name]

**Project Name:** [insert project name]

**NEI Job Code:** **:** [insert job code]

**Project Code:** [number on your contract]

**Final Report Due Date:** (per your workplan)

**Contact Information:**

(Name)

(Title)

(Organization)

(Mailing Address)

(Telephone Number)

(E-mail Address)

**Summary of Activities:** [please provide a paragraph describing all work completed during the quarter, or use a bulleted list]

**Challenges Encountered:** [please provide a paragraph explaining challenges encountered in completion of the above work (if any), as well as explanations for tasks not completed in accordance with the workplan timeline for this quarter]

**Work Anticipated Next Quarter:** [please provide a paragraph describing the work that your organization plans to complete within the next quarter of activity]

**Project Status:** [please explain any discrepancies between work completed and the projected workplan timeline and how those discrepancies will be addressed before project completion]