

**Regional Stormwater Management Program  
FUNDING REQUEST AND PROGRESS REPORT****Instructions:**

Provide a summary of the accomplishments with respect to objectives, degree of completion based on the Project application, and any problems encountered. Attach relevant procurement documentation, such as an itemized bill, receipt, invoice, time card along with proof of payment, such as a credit card receipt, cancelled check, and/or other documentation to substantiate compensation as deemed acceptable by the NEORSRD.

**Project Information:**

Funding Program: \_\_\_\_\_

Fund Recipient: \_\_\_\_\_

Project Title: \_\_\_\_\_

Funding Request Amount: \_\_\_\_\_

Is the Project Complete?    Yes            No

**Authorized Signature**

I certify that the information in this Progress Report is accurate and reflects current status of the Project. Furthermore, I affirm that the information contained herein is, to the best of my knowledge and belief, accurate and complete.

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*For District Use Only:*

PO:

Receipt:

Sent to Finance:

Ck#/Date Paid:

1) Summarize progress and/or accomplishments since the last report as related to the project implementation schedule. (500 word maximum)

2) Summarize any difficulties and/or delays encountered during this reporting period. (500 word maximum)

3) Anticipated next steps with timeline. (500 word maximum)

**Expenditure Worksheet**

**Instructions:** Record all expenses on the Expenditure Worksheet below. All applicable documentation that supports the entries below **MUST** be specifically highlighted within the supporting documentation and included in your submission (i.e., itemized bill, receipt, invoice, and time-card, as well as proof of payment, such as a credit card receipt, canceled check, etc.).

Project Title

Invoice #	Vendor	Invoice Total	Funding Request
1234	ABE Excavating	\$1,500.00	\$300.00
5678	Daly Sandstone	\$325.00	\$325.00

Invoice #	Vendor	Invoice Total	Funding Request
<b>Total Funding Requested*</b>			

\*Total must match Funding Request on cover

**IMPORTANT: All funding requests must be submitted as a single pdf document, multiple pages will not be accepted.**