

# Michigan Coastal Management Program

## Quarterly Progress Narrative Report Template



As a grant recipient, quarterly progress reports are required and the narrative report is necessary to report progress for meeting grant outcomes. As stated in the Grant Agreement, please provide the narrative quarterly reports in Word or PDF format to the designated State Contact no less than 30 days of the end of each respective reporting period.

Provide a concise and comprehensive status update of each approved task outlined in Appendix A of the Grant Agreement for each respective reporting period:

1. Identify the name of the grantee organization, name or title of the grant or project, grant number, and reporting period found on the Grant Agreement.
2. Identify the task number and title as written in the Grant Agreement.
3. Identify the status as: "Not Started," "Ongoing," or "Completed."
4. Describe actions taken towards task completion including by whom, collaboration with partnering agencies, key meetings, permits obtained, actions completed by contractors, if applicable, and work products completed during the reporting period.
5. Describe any deviations from the project schedule or work effort. Provide an explanation of challenges or barriers encountered, how tasks were affected, impacts from these challenges, and proposed resolutions/path forward.
6. Describe anticipated activities to occur in the upcoming quarter. Include key milestones expected such as public outreach events, pre-application meetings, permitting, bidding, construction kickoffs, etc., to meet project outcomes.
7. Identify any potential changes including staff, timing, budgetary implications, and proposed effective date of changes.
8. Provide a summary of accomplishments made during the reporting period.

Example Report Format:

Grantee Organization Name  
Grant Title or Name  
Grant Number  
Reporting Period

1. Task Number and Name
2. Status (Not Started, Ongoing, or Completed)
3. Progress
4. Challenges
5. Anticipated work effort planned in next reporting period.
6. Potential needed changes.
7. Summary of overall progress toward final project outcomes.

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If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

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