



STATUS REPORT GUIDANCE AND TEMPLATE FOR 319 CONTRACTS

Prepared by the Water Quality Planning Bureau-Watershed Protection Section
August 2011

Purpose

This document provides guidance for submitting status reports to DEQ for 319 contracts. Status reports serve two purposes: meet the EPA/GRTS **reporting requirement** and provide DEQ project managers with the information needed to **justify payments**. Additionally, status reports help to keep everyone (DEQ and contractors) informed about the progress of each contract. This is especially important if issues or complications arise. Frequent and regular communication limits the need for last minute action to get a contract, task or activity completed and paid for.

Format

Status reports must include certain elements in order to be approved by DEQ. Status reports must be submitted using the **319 Status Report Template**. The Template is designed to ensure that all the necessary elements of a status report are accounted for. The template is designed to be set up one time and then updated for each submittal (i.e., some information will only need to be added one time). Information in the template that appears in [*block parentheses and italics*] provides instruction on what information should be included for that element. These instructions should be deleted after you complete the status report). Headers and titles that appear **bold and/or underlined** are part of the status report itself and should remain in place when the report is completed. An example status report and blank template are available online at <http://deq.mt.gov/wqinfo/nonpoint/nonpointsourceprogram.mcp>.

Content

A status report should **summarize all the activities** related to the contract that were accomplished during the reporting period. The report should not include activities from previous periods that were included in an earlier status report. The status report must provide DEQ project managers with sufficient information to justify the requested payment. Match should be reported as soon as it is received; furthermore, the status report should also provide information to justify the reported match. In the event that no billable work occurred during the reporting period, a status report **is still required** and should explain why no work occurred.

Timing and Submittal

As a requirement of the 319 contract with DEQ, status reports and the associated invoices and match statements (Attachment B), must be submitted **at least once per quarter** and no more frequently than once per month. This regular submittal increases communications between contractors and DEQ which, in turn, facilitates DEQ's contract management processes, resulting in a faster turnaround time on payments. Every time a status report is submitted to DEQ two copies must be submitted:

1. A signed hard copy must be mailed or faxed to DEQ (Attention: DEQ/PPA/Fiscal)
2. An electronic copy must be submitted to the DEQ contract manager.

DEQ Contract Number:
Reporting Period: [MM/DD/YYYY to MM/DD/YYYY]

GENERAL INFORMATION

Project Title:

DEQ 319 Contract Number:

Reporting Period: [MM/DD/YYYY to MM/DD/YYYY]

Sponsor:

Contact Name:

Email:

Address:

Phone:

Fax:

ACTIVITIES

[Copy these headings for all the tasks from the 319 contract; similarly, each task from the contract should be reported on for every reporting period, even if no billable work occurred.]

Task 1

Title: [The name of this task from Attachment A of the 319 contract.]

Is the task complete?: [If the task is complete include the date it was complete. For a task to be considered complete, all deliverables must have been submitted, reviewed and approved.]

Description: [Include the description from Attachment A of the 319 Contract. This should remain the same for each status report, unless a modification occurs.]

Status Report: [Summarize activities that occurred during the reporting period. Discuss any issues that have come up and how they have been, or will be resolved. If no activities have occurred for the reporting period explain why. This section should provide the information necessary to justify any money spent on this task during the reporting period. This section should only include activities that occurred during the reporting period, not previously reported activities.]

Upcoming Activities: [Describe what is planned next for this task.]

DELIVERABLES

[List all the deliverables that were completed for the reporting period. All deliverables should be submitted to DEQ as they are completed.]

Task No.	Deliverable	Status/Date Completed	Notes/Comments

FINANCES

Every status report must be submitted with a completed Attachment B (Invoice **AND** Match Statement).

SIGNATURE

[Name, Title]

[Date]

[Date]

[Page Number]