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**Resilient Maryland Program**

**Monthly Progress Report Form**

The Maryland Energy Administration (MEA) encourages Resilient Maryland awardees to submit their monthly progress reports using our online [Resilient Maryland Monthly Progress Report Portal](https://form.jotform.com/233524395119054)[[1]](#footnote-1). However, if preferred, awardees may submit their reimbursement requests using this form.

**Instructions:** Fill out this form in its **entirety**. All fields are required. A member of the MEA Resilient Maryland Team will contact the point of contact identified in the Grant Agreement for any information found missing from the report.

**Section 1: Reporting Period and Grantee Information**

|  |  |
| --- | --- |
| **Reporting Month and Year\*:** |  |
| **MEA Grant Number\*\*:** |  |

*\*This should be the month and year during which the progress that is being reported took place (e.g., July 2023).*

*\*\*The Grant number specified on the Grant Agreement (e.g., 2023-00-518S1)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization (Grantee) Name as Reported on IRS Form W9:** | | |  | | |
| **Federal Tax ID Number:** | | |  | | |
| **Grantee Street Address as Reported on IRS Form W9:** | | |  | | |
| **City:** |  | **State:** |  | **Zip Code:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Person Name:** |  | **Title:** |  | |
| **Email Address:** |  | **Phone Number:** | |  |

**Section 2: Project Status Update**

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| **Project Progress Summary**  *Please provide detailed information regarding project status below.* |
| **Percentage Completion Checklist**  *Check off each project completion percentage milestone that has been achieved as of the end of the reporting month.*  ☐ Project Schedule (Due 30 days from Grant Execution).  ☐ Majority Contractor Procurement.  ☐ 25% Project Completion  ☐ 50% Project Completion  ☐ 75% Project Completion  **☐ 100% Project Completion**  *(Continued on Next Page)*  **Description of Progress on Final Deliverables**  *In the spaces below, please detail your progress on the relevant Final Deliverables as defined in the Scope of Work (Attachment B) of the Grant Agreement. Please describe general progress on each and indicate any challenges/obstacles encountered and planned actions to overcome.* ***Please limit your response regarding each Final Deliverable to no more than 150 words.***  **Feasibility Study**   |  | | --- | |  |   **Preliminary Engineering Work and Project Designs/Diagrams**   |  | | --- | |  |   **Financial Pro Forma**   |  | | --- | |  |   **Greenhouse Gas Impact Report**   |  | | --- | |  |   **Implementation Barriers Report**   |  | | --- | |  | |

***Report continues on next page.***

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| **Job Hours Worked**  *Please provide the number of hours worked by the respective parties toward the completion of the Final Deliverables below. Job hours should be inclusive of all hours pertaining to actual Final Deliverable completion and the administrative time required to further the Project.* ***DO NOT enter a running total from prior MPRs. Only enter the hours worked by each respective party during the reporting month.*** *Enter '0' in any party's category where no work occurred (e.g., if you don't yet have a contractor, enter 0 for the number of contractor hours worked.* | |
| **Grantee** |  |
| **Contractor(s)** |  |
| **Subcontractor(s)** |  |

**Section 3: Project Schedule Progress**

*Please note any changes to the Project Schedule below, and if any dates have changed, please supply an updated Project Schedule using the same format as the initial schedule as an attachment to this report.*

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**Section 4: Grant Funds Reimbursement Information**

**Do you intend to submit a request for Reimbursement of Grant funds with this report?**

**☐ Yes ☐ No**

If yes, for what amount?

|  |
| --- |
| **$** |

**REMINDER – ELIGIBILITY FOR REIMBURSEMENT OF GRANT FUNDS**

Only costs that are consistent with the following requirements are eligible for reimbursement of Grant funds.

* Costs directly incurred by Grantee (i.e. invoiced);
* Costs directly attributable to the completion of the specified Project Final Deliverables, set forth in Attachment A (FY20 Grantees) or Attachment B (FY21 and all subsequent Grantees);
* Costs for projected future expenses yet to be incurred will not be reimbursed;
* Equipment costs for a distributed generation and/or storage system will not be eligible for Reimbursement of grant funds; and
* MEA will only disburse Grant funds to Grantee for eligible expenses up to the amount specified in the Grant Agreement.

**SUBMIT THIS COMPLETED MONTHLY PROGRESS REPORT FORM TO MEA AT** [**RMP.MEA@MARYLAND.GOV**](mailto:RMP.MEA@MARYLAND.GOV)**.**

1. <https://form.jotform.com/233524395119054> [↑](#footnote-ref-1)