I. DATE FINAL AWARDING PACKAGE WAS RECEIVED
   Month Day, Year

II. DATE OF FUNDING AVAILABLITY
   Month Day, Year

III. DATE(S) OF DRAW DOWN
   Draw down number (1): Month Day, Year
   Draw down number (2): Month Day, Year

IV. PROJECT SUMMARY
   Summary
   Provide a brief narrative of the project, in line with proposal summary and Award
   Contract. Identify summary of events, accomplishments, problems, and results that took
   place during the quarter.

V. PROJECT STATUS
   Provide a narrative of the status of each task and associated work.
   Note: Identify the progress of the project, e.g. started, ongoing, or complete. If project
   has been delayed for any reason: weather, funding, or other unanticipated reasons, describe
   the reason and why.

VI. PLANNED WORK FOR UPCOMMING QUARTER
   For the first and second reports, summarize work to be completed during the upcoming quarter.
   Include tasks and timeline.

VII. BUDGET
   Amount Spent
   Identify amount of funds spent, to date.

   Remaining Funds
   Describe remaining funds, to date.