



Gulf Coast Resource Conservation & Development
309 East Ridgeley Street, Atmore, AL 36502
251.368.1606

Dear Grantee,

Thank you for working to make your community a better place by completing this project. Your time and effort are greatly appreciated by the Gulf Coast Resource Conservation and Development Council. In the letter and on the cooperative agreement, you are being asked to submit a quarterly report on the progress you are making with your project. Below you will find the questions that you will be asked to answer and submit to the Council each quarter or until your project is complete. Please feel free to call the office at the number listed above with any questions or concerns.

1. Name of project, county, contact person
2. What you have accomplished so far? (one paragraph)
3. What remains to be completed?
4. How much money do you estimate you have spent so far?
5. How many people have been involved in your project?
6. About when do you plan to complete your project? (There will be a "check" presentation, so we need the exact date later.)

Thank you,

Jill Fore
Gulf Coast RC&D
Office Manager