

EXHIBIT C: PROGRESS REPORT CONTENT AND FORMAT REQUIREMENTS

Progress Report requirements:

In accordance with Exhibit A- Statement of Work, provide to NEEA a Progress Report for each Task, identified by Task title and Task number, as outlined in Exhibit A. Include a summary of current Task progress, status, and any issues or challenges related to, or potentially impacting, current or future Activities and Deliverables during the applicable Monthly Invoice Period.

Progress Report format requirements:

Contract Number:

Contract Title:

Contractor:

Progress Report Period:

For each Task, provide the following:

- Task name and title
- Task Activities updates
- Task Deliverables updates

Attachments:

Provide all required and supporting documentation, as specified in Exhibit A- Statement of Work.