

**CHESAPEAKE BAY TRUST
QUARTERLY STATUS REPORT**

Contractor: Eastern Research Group, Inc. (ERG)
 Contract Number: CFDA 66-466
 Subcontract Number: 15782
 Title: Strategy Review System Finance Forum – Expert Consultant(s)
 ERG Task Manager: Laurie Waite
 Reporting Period: April 3, 2021 – June 30, 2021

PROJECT STATUS AND WORK COMPLETED THIS REPORTING PERIOD

Status: ERG completed work on this project.

Results Achieved

- ERG continued to monitor requests from CBT for post-Forum consulting and updated the tracking sheet.
- ERG received and processed final consultant invoices.
- ERG performed minimal administrative work.

Presentations/Trainings: None.

Significant Changes to the Scope of Work, Methods, or Outcomes: None.

Substantial Timeline or Budget Changes: None.

Table 1 provides information on project deliverables.

PROJECT EVALUATION

Evaluation of This Phase of the Project and Methods Used: Communications with the CBPO project manager have been clear and timely. This phase of the project has gone smoothly and on schedule.

Major Changes and Their Impacts on the Next Project Phase: None.

Lessons Learned (including Challenges or Potential Roadblocks and Solutions): None.

TABLE 1

STATUS OF PROJECT DELIVERABLES

Deliverable	Due Date	Status	Changes/Comments
Kickoff call	12/05/2019	complete	
Contact experts	12/11/2020	complete	
Provide the CBP with spreadsheet of available experts	01/23/2020	complete	
Select experts and determine hours of support needed	02/04/2020	complete	
Develop the scope of work and instructions for experts	3/2/2020	complete	
Develop a budget tracking worksheet	01/08/2020	complete	
Execute agreements with experts	03/04/2020	complete	Date agreements were sent out for signatures
Manage, track, and document the post-forum work of experts	ongoing	complete	

Deliverable	Due Date	Status	Changes/Comments
Process experts' invoices	ongoing	Complete	Two expert invoices for post-Forum consultation work were processed and are reflected in the current invoice.
Provide interim reports to the CBP	ongoing	Complete	
Provide final report to the CBP	6/30/21	Complete	