|  |  |
| --- | --- |
| Project Name: | Click or tap here to enter text. |
| Report Date: | Click or tap here to enter text. |
| Prepared By: | Click or tap here to enter text. |

The following items should be included with this Monthly Update (check all that apply):

|  |  |
| --- | --- |
| Signed and Dated Request for Payment Form | Signed and Dated Invoices |
| Monthly Bank Statements | Copies of Issued Checks |
| Inspection Reports |  |

|  |  |
| --- | --- |
| Budget Items: | |
| Grant Amount: | $ Click or tap here to enter text. |
| Total Expended: | $ Click or tap here to enter text. |
| Remaining Balance: | $ Click or tap here to enter text. |
| Payment Request: | $ Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current Contracts: (including design/engineer) | | | | | |
| Contractor | Original Bid ($) | # of Change Orders | Change Orders  Total Cost ($) | Current Contract Amount ($) | Projected End Date |
|  | $ |  | $ | $ |  |
|  | $ |  | $ | $ |  |
|  | $ |  | $ | $ |  |
|  | $ |  | $ | $ |  |

|  |
| --- |
| Monthly Progress: General review of current status |
| Click or tap here to enter text. |

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| Action Items Completed: Specific steps completed |
| Click or tap here to enter text. |

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| Problems/Delays: Identified issues hindering progress |
| Click or tap here to enter text. |

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| Next Steps: Describe actions to be taken going forward |
| Click or tap here to enter text. |