|  |  |
| --- | --- |
| Project Name: |  |
| Report Date: |  |
| Prepared By: |  |

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: | $ |
| Total Expended: | $ |
| Remaining Balance: | $ |
| Payment Request: | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
|  |

|  |
| --- |
| Action Items Completed: Specific steps completed |
|  |

|  |
| --- |
| Problems/Delays: Identified issues hindering progress |
|  |

|  |
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| Next Steps: Describe actions to be taken going forward |
|  |