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| --- | --- |
| Grant Title: |       |
| 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 | [ ] Updated Grant Budget |

|  |
| --- |
| Budget Items: |
| Grant Amount: | $       |
| Total Expended: | $       |
| Remaining Balance: | $       |
| Payment Request: | $       |

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

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| Monthly Progress: General review of current status  |
|       |

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| Action Items Completed: Specific steps completed |
|       |

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

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

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| Project Metrics: Report on any relevant measures achieved |
|       |