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| 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):

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

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| 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. |

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| 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  |
| 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. |