

## MCR Planning Progress Report

Project Progress Reports must be submitted with each Request for Funds Form, during the term of the contract agreement.

<b>Date Submitted:</b>	<b>Report Period:</b>		
A. Grantee			
B. Primary contact			
C. Phone and email			
D. County, City, Zip Code			
E. DOC Contract Number			
F. Planning project			
G. Name and location of all primary contractors, subcontractors and sub-recipient entities engaged in any of the activities described in Section 6, "Scope of Work of Contract"	<b>Contractor Name</b>	<b>City, State</b>	
H. Current status of the project	i. Percentage Complete		%
	ii. Is the project on track with the implementation schedule? If "No," explain any issues in Section M.		Yes      No
I. Anticipated completion date			

J. Cumulative costs incurred thus far	\$
K. Amount invoiced with this Progress Report	\$
L. Grant funds remaining	\$
M. Problems encountered and necessary modifications in the Scope of Work, budget or implementation schedule	
N. Any additional comments	
<p>To the best of my knowledge and belief, the information provided on this form is true and correct.</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p>	