

# Project Progress Report

## Community Development Block Grant Program

CDBG grantee	
Contract number	
Request for reimbursement number	
Total amount requested	
Date	

Administration	
Administration amount requested	\$
<p>Include the amount and a brief description of each individual administrative/financial related expenditure/invoice that will be paid in whole or in part using CDBG funds. Attach a copy of each invoice. Include summary payroll information for all work performed by the CDBG recipient's employees. At a minimum, include the name, title, date range or date(s) that work was performed, rates charged an hour, total hours worked, activities performed and total amount earned.</p>	





Provide any other information that appears pertinent, such as anticipated changes in the contract budget, implementation schedule or scope of services. For example, if you anticipate any problems or delays that could affect the project implementation schedule or budget, these should be fully described and discussed well in advance, since a budget adjustment requires prior approval. Finally, indicate any milestones from the implementation schedule that are behind schedule and indicate when they should be completed.