

HOME/HTF Affordable Housing Development Grant Administration Manual

Tools and Resources

Project Progress Report

This form details progress made on a HOME/HTF project and should be completed and submitted to Commerce either with each request for reimbursement (draw) or quarterly if requests (draws) do not occur regularly.

NAME OF GRANTEE: _____
GRANT CONTRACT NO: _____
DRAWDOWN NO: _____
PERIOD COVERED: _____
IDIS NO: _____

Project is *(select one of the following)*:
 Ahead of Schedule On Schedule Behind Schedule

Project tasks initiated or completed¹:
 Project Design
 Construction Bidding *Date of contractor selection and bid award:*
 Project Construction *Date of final inspection:*
 Project Closeout *Date of project completion:*

SOFT COSTS	Total Amount Requested	\$
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(Provide a brief description of the services provided and costs funded for this draw or period.)

PROJECT ACTIVITY COSTS	Total Amount Requested	\$
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(Provide a brief description of the work performed and activities funded for this draw or period.)

PROGRAM INCOME	Total Amount on Hand	\$
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(Provide a brief description of the program income received to date including the source/s and amount/s received and expended prior to and as part of this draw.)

I certify that the amounts indicated above are correct and that all costs requested are directly related to the HOME/HTF grant referenced herein.

Signature: _____ Date: _____

¹ Where dates are requested, provide date given in implementation schedule and update as tasks are accomplished (if needed).