COMMERCE

Community Development Block Grant
Planning Grant Progress Report

Planning Progress Reports must be submitted with the Request for Funds form during the term of the contract agreement.		
Date submitted:	**Report period:**	
A. Grantee		
B. Primary contact		
C. Phone and email		
D. County, city, zip code		
E. 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	**Contractor name**	**City, State**
H. Current status of the project	**Percentage complete** **%**	
	Is the project on track with the implementation schedule? If not, explain any issues in section M. **Yes** **No**	

I. Anticipated project 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. Additional comments	
To the best of my knowledge and belief, the information provided on this form is true and correct.	
Signature: _____ **Title:** _____ **Date:** _____	