

Appendix E

RTP Progress Report Template

PROGRESS REPORT

PROJECT SUMMARY

<i>Grantee</i>		<i>Project Number</i>	
<i>Project Name</i>		<i>Contract Number</i>	
<i>Project Period</i>		<i>Grant Amount</i>	

<i>Description</i>	
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PROJECT SCHEDULE

<i>Work Item as Outlined in Grant Contract</i>	<i>Date Due</i>	<i>% Complete</i>	<i>* Proposed Date</i>

** If the target due dates need to be modified, please provide justification below:*

Equal Employment Opportunity (41 CFR 60) – *The State has established goals for the participation of women and minority employees. Reporting of employment utilization occurs monthly during the construction contract period. Have Employment Utilization Reports (AAP33LL) been completed? Have Good Faith Efforts been made in accordance with 41 CFR 60-4.3?*

Targets Achieved in the Last Quarter – *List all achievements accomplished during the past three months. Describe any eligible expenses incurred.*

Targets to Achieve in the Next Quarter – *List all goals to be accomplished within the next three months, or more as deemed appropriate, to ensure the project continues to move forward. Include the date and/or timeline when billings will be submitted for reimbursement.*

Project Related Issues – *Describe any issues that have impacted the project. Include any issues that would impact billings.*

Other Comments – *Provide any additional information that may assist in monitoring the progress of this project. Provide reasons for lack of progress and/or billings, if necessary.*

Prepared By _____

Date _____