**PROGRESS REPORT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Grantee:** |   |   | **Grant No.** |   |   |
|   | **Address:** |   |  | **Report No.** |   |   |
|   | **Project Title:**  |  | **Report Period** |   |
|   |   | **From:** |   | **To:** |   |   |
|   |   |   |   |   |   |   |

Column A: List **all** project products/deliverables. (Refer to Attachment A of your Funding Agreement.)

Column B: Indicate the anticipated completion date for that particular product per the funding agreement.

Column C: Indicate yes/no whether or not a particular product is being submitted this quarter.

Column D: Indicate the percentage (%) of phase/project/product complete at the time of this report.

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Products/Deliverables** | **B. Anticipated Completion Date** | **C. Product submitted this period? Yes or No**  | **D. Percentage (%) of grant-funded project completed at this time.** |
| **EX: Recon. Survey of Xanadu Neighborhood** | **6/30/2263** | **Yes** | **75% 1st Draft** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **Project Activity** |
| *Commence Narrative Report of Project Here (NOTE: Report should include project activity both in qualitative and quantitative terms.) Please attach photographs showing work completed to date, if applicable.* |

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Signature of Project Director Date