



**COMMUNITY
INVESTMENT
FOR FAMILIES
DEPARTMENT**

Paths to Prosperity

**CONSOLIDATED PLANNING
CAPITAL IMPROVEMENT SECTION
QUARTERLY PROJECT PROGRESS REPORT**

DATE:

1st Qtr: July – Sept
(Due Oct 10)

2nd Qtr: Oct-Dec
(Due Jan 10)

PROJECT TITLE:

3rd Qtr: Jan – March
(Due April 10)

4th Qtr: April – June
(Due July 10)

PROJECT MANAGER:

PHONE NUMBER:

EMAIL ADDRESS:

REPORT PREPARED BY:

PHONE NUMBER:

EMAIL ADDRESS:

PROJECT PHASE:

PEP/CONTRACT

DESIGN

BID/PROCUREMENT

CONSTRUCTION

CLOSE OUT

COMPLETE

STATUS: Based on the PROJECT PHASE (as indicated above), please discuss the following:

1. Percentage of *Current* Project Phase Completed:
2. Anticipated *Current* Project Phase Completion Date:
3. Description of Work Completed:
4. Issues/Concerns/Action Plan:
5. Upcoming Project Related Public Events (Grand Openings, Town Halls, Etc.):

PROJECTED EXPENDITURES IN THE UPCOMING QUARTER:

PROJECT ANTICIPATED COMPLETION DATE:

TOTAL EXPENDITURES TO DATE:

REMINDER: SUBMIT INVOICE FOR PAYMENT PROCESSING.