

Exhibit J
SAMPLE
QUARTERLY PERFORMANCE REPORT

This report is for:

EDA Project No. _____ Date of report preparation: _____

Period covered by this report: _____ to _____

Report number _____

Grantee: _____

Name

Address

Grantee's Authorized Representative: _____

Name

Title

Grantee's Architect/Engineer: _____

Name

Address

Current status of the project:

YES NO

1. ___ ___ Is the Grantee's share of expected project cost on hand or immediately available? If not, explain in the Narrative section on the next page why funds are not available and give an estimate here, _____ of when the funds are expected to be on hand.

2. ___ ___ Has all land, rights-of-way, and easements necessary for the project been acquired? If not, explain in the Narrative section on the next page what is causing the delay and give an estimate here, _____ of when the problem will be resolved.

3. ___ ___ Are any problems expected in meeting any of the Special Conditions to the EDA Grant Award? If so, explain in the Narrative section on the next page giving an estimated date for satisfying each Special Condition if a delay is expected.

4. ___ ___ The EDA approved date for completion of design is, _____. Is the design completed? If so, give date of completion, _____. If design is not completed, give date here, _____ of expected completion. If expected date is later than the EDA approved date, the Grantee will be required to secure a formal time extension from EDA.

5. ___ ___ The EDA approved date for start of construction is _____. Has construction started? If construction has started, the date was _____. If construction has not started, the estimated date for start of construction is _____. If the expected date is later than the EDA approved date, the Grantee will be required to secure a formal time extension from EDA.

6. ___ ___ The EDA approved date for completion of construction is _____. Is construction complete? If construction is complete, the date of completion was _____. If construction is not complete, the estimated date for completion is _____ and the percent of completion is ____%. If the estimated date for construction completion is later than the EDA approved date, the Grantee will be required to secure a formal time extension from EDA.

If not previously furnished to EDA please include the following date when applicable:

Architect/Engineer Agreement executed: _____

Design started: _____ Design completed: _____

Design approved by EDA: _____

Advertisement for construction bids: _____

Construction bid opening: _____

Construction bid award: _____

Issue of Notice to Proceed: _____

Construction start: _____

Construction completion: _____

Acceptance of facility by Grantee: _____

Warranty start: _____ Warranty end: _____

Final payment request: _____

NARRATIVE

PROBLEMS BEING EXPERIENCED:

ACTION TAKEN:

ACTION RECOMMENDED:

NOTE: If more space is needed for the above narrative, attach a separate sheet.