



**ECONOMIC DEVELOPMENT ADMINISTRATION**  
**QUARTERLY PROGRESS REPORT**

EDA Project No. \_\_\_\_\_ Report No. \_\_\_\_\_ Date \_\_\_\_\_

Covering Period from \_\_\_\_\_ Thru \_\_\_\_\_

Recipient \_\_\_\_\_

Co-Recipient \_\_\_\_\_

Authorized Representative \_\_\_\_\_

*Name & Title*

Recipient's Architect/Engineer \_\_\_\_\_

*Name & Phone Number*

**CURRENT PROJECT STATUS:**

- |      | <b>YES</b> | <b>NO</b> |   |
|------|------------|-----------|---|
| I.   | ___        | ___       | Is the Grantee's share of expected project costs on hand and immediately available? If no, explain in Section E.                |
| II.  | ___        | ___       | Have all land, rights-of-way, and easements necessary for the project been acquired? If no, explain in Section E.               |
| III. | ___        | ___       | Are there any problems expected in meeting any of the Specific Award Conditions of the EDA grant? If yes, explain in Section E. |
| IV.  |            |           | Have any Primary Beneficiaries been lost, changed, or added to the project? If yes, explain in Section E.                       |

**A. DESIGN:** *(Provide tentative dates if actual dates are not known)*

Date Architect/Engineer Agreement Executed \_\_\_\_\_.

1. Has design started? \_\_\_ YES Design start date \_\_\_\_\_.

\_\_\_ NO Expected start date \_\_\_\_\_.

2. Is design complete? \_\_\_ YES Completion date \_\_\_\_\_.

Bid docs approved by EDA? \_\_\_ YES \_\_\_ NO

\_\_\_ NO Expected completion date \_\_\_\_\_.

Percent complete \_\_\_\_\_.

On schedule? \_\_\_ YES \_\_\_ NO *(Section E)*

**B. AWARD:** *(Provide tentative dates if actual dates are not known)*

3. First advertisement for bids date \_\_\_\_\_.

4. Bid opening date \_\_\_\_\_.

5. Contract Award date \_\_\_\_\_.

6. Notice to Proceed issued \_\_\_\_\_.

7. Preconstruction Conference date \_\_\_\_\_.

**C. CONSTRUCTION:** *(Provide tentative dates if actual dates are not known)*

8. Has construction started? \_\_\_ YES Start date \_\_\_\_\_.

\_\_\_ NO Expected start date \_\_\_\_\_.

9. Is construction complete? \_\_\_ YES Completion date \_\_\_\_\_.

\_\_\_ NO Expected completion date \_\_\_\_\_.

Percent complete \_\_\_\_\_.

On schedule? \_\_\_ YES \_\_\_ NO *(Section E)*

10. EDA's original/amended estimated construction start date is \_\_\_\_\_

11. EDA's original/amended estimated construction completion date is \_\_\_\_\_

**D. NARRATIVE SECTION:**

*(Provide summary of reporting period activities - if more space is required, attach a separate sheet)*

**E. PROBLEMS/DELAYS & CORRECTIVE MEASURES BEING TAKEN:**

*(Provide a summary of problems, delays, issues and corrective measures being taken - if more space is required, attach a separate sheet)*

\_\_\_\_\_  
Prepared By (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prepared By (Typed or Written Name & Title)