

PROGRESS REPORT

PROJECT SUMMARY

<i>Grantee</i>		<i>Contract or Project Number</i>	
<i>Project Name</i>		<i>Grant Amount</i>	
<i>Reporting Dates</i>			

Description

PROJECT SCHEDULE

<i>Work Item as Outlined in Appendix D</i>	<i>Date Due</i>	<i>% Complete</i>	<i>* Proposed Date</i>
Archaeological Investigation Review completed			
Request for Professional Services Initiated			
Plans and Specifications Available for Review			
Project Advertised for Bid			
Date of Construction Contract Award			
Start of Construction			
Construction Completed			
Final Report Documentation Submitted			

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

PROCUREMENT – *All goods and services required for this project must be procured in a manner so as to assure the prudent and economical use of grant moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against nepotism, favoritism, improvidence, extravagance, fraud and corruption.*

1. If the Contractor is subject to General Municipal Law, documentation of the Contractor's compliance with the procurement and bidding requirements of General Municipal Law shall be included with the applicable request for reimbursement.

*2. If the total amount of the goods or services is less than the dollar threshold for competitive bidding, as outlined in section 103 of General Municipal Law, or if the Contractor is not subject to General Municipal Law, the Contractor must follow procurement procedures designed to achieve the purpose of this clause. Such procedures may include, but are not limited to, competitive bidding, the solicitation of three price quotes, written requests for proposals, etc. **When submitting a request for reimbursement, the Contractor must include a copy of the organizational procurement policy applicable to the relevant expenditures and/or documentation of the specific procurement process used for those expenditures.***

Targets Achieved in the Last Quarter

List all achievements accomplished during the past three months

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

Project Related Issues

Provide information about any issues that have impacted the project

Other Comments

Please provide any additional information that may assist in monitoring the progress of this project.

Prepared By

Date

Submit to: ZBGAGrants@parks.ny.gov ~ Subject: "ZBGA Capital Progress Report "*Organization Name*", "*Contract #*""
