

**EXHIBIT 4-F
PROJECT PROGRESS REPORT**

[... Should be included with each Request for Funds, Exhibit 4-C ...]

NAME OF COMMUNITY: _____
GRANT CONTRACT NUMBER: #MT-CDBG-_____ - _____
DRAWDOWN NUMBER: _____
TOTAL REQUESTED: _____
DATE: _____

ADMINISTRATION: Amount Requested \$ _____

Description of the use of the administration funds requested:

Description of current and planned administrative activities, highlighting any issues or concerns relevant to project administration:

Include above the amount and a brief description of the use of funds requested for each administrative line item, as shown on the Request for Funds form submitted. The progress report should provide documentation of any major expenditure under this "administration" budget category.

The Administration portion of the Progress Report should also describe your current and planned administrative activities, highlighting any issues or concerns relevant to project administration. For example: If you anticipate the need for changes in the line item amounts shown in the activity budget these should be discussed well in advance, since budget adjustments require prior approval and if greater than 10% per line item, formal contract amendment.

ACTIVITY: Amount Requested \$ _____

Description of the use of the activity funds requested:

Description of current and planned project activities, highlighting any issues or concerns relevant to project activities:

Include above the amount and brief description of the use of funds requested for each activity line item, as shown on the Request for Funds form submitted. This portion of the Progress Report should provide documentation of any major expenditure under this “activity” budget category. For example, for a public facilities project, attach a copy of the contractor's request for partial payment as reviewed and approved by the project engineer. For economic development projects involving loan agreements, provide documentation from the assisted entity for major expenditures such as: construction, equipment purchase and installation and working capital expenses.

Any other information relevant to the implementation of project activities should also be included in this section of the progress report, including a description of the cumulative progress and accomplishments achieved since project start-up and since the last progress report submitted. Use quantitative terms whenever possible. Any other information that appears pertinent should be included, especially if it may affect the level of accomplishment called for in the grant contract. For example, if you anticipate any problems or delays that could affect the project implementation schedule or budget, these should be fully described. Anticipated changes in the contract budget, implementation schedule, or scope of services should be discussed in detail, well in advance of the needed change.

Note: When grantees submit a drawdown to CDBG for grant funds, CDBG requests that grantees report completed milestones and project progress as it relates to the current Project Implementation Schedule. When key dates identified in the current implementation schedule change, a revised implementation schedule needs to be reviewed for approval by CDBG. Upon approval, CDBG will issue a letter to the grantee confirming that the revised implementation schedule has been reviewed and approved.

Note on required Labor standards monitoring and documentation. As part of the documentation you submit to CDBG with all your requests for drawdown of Activity budget funds, during the construction period, include:

- (1) copies of the required labor compliance interviews of contractors' employees; and
- (2) certification (on Exhibit 6-P) of your completion of weekly reviews of weekly payroll.

Maintain in your local project files documentation that you have assured that all during the project that the proper federal Davis-Bacon wages (and hourly zone rates, if applicable) are being paid. See Chapter 6 (pages 6-13 and 6-14) and Exhibits 6-K and 6-P.

SAMPLE PUBLIC FACILITY PROJECT PROGRESS REPORT

NAME OF COMMUNITY: Town of Sunrise
GRANT CONTRACT NUMBER: #MT-CDBG-PFXX-XX
DRAWDOWN NUMBER: 3
TOTAL REQUESTED: \$73,500
DATE: 8/23/08

ADMINISTRATION: Amount Requested: \$2,500

Description of the use of the administration funds requested:

The funds requested for administrative costs in this drawdown are for the following tasks:

1. Legal services for preparation and local review of contract with construction contractor. 10 hours at \$45.00/hour = \$450.
2. Reimbursement for time spent by the CDBG Project Manager conducting Davis-Bacon employee interviews and on-site meetings with the engineer and contractor to discuss and monitor project construction. 70 hours at \$25.00/hour = \$1,750.
3. Travel expenses for CDBG Project Manager - \$250.
4. Misc. office expenses and supplies - \$50

Description of current and planned administrative activities, highlighting any issues or concerns relevant to project administration:

Contractor employee interviews will continue. Weekly review of payrolls will continue. Assistance with completion of project closeout report is requested. Local staff will review the CDBG Project Monitoring Guide in preparation for the on-site monitoring visit (scheduled for the final week of October, 2008). Working with project engineer and construction contractor to assure we meet final inspection deadline (January 15, 2009).

ACTIVITY: Amount Requested: \$71,000

Description of the use of the activity funds requested:

The breakdown of activity costs is as follows:

1. Payment of \$50,000 to XYZ Construction Company for work on the water lines (see attached documentation). An additional \$2,000 will be paid with cash on hand from the last drawdown. Since the last drawdown, an additional 1,000 linear feet of water line has been installed, inspected and covered for a total of 1,500 feet to date. Another 500 feet will be installed in the next month;
2. Reimbursement for engineering services and inspections to Gasket Engineering Inc. – 75 hours at \$80.00/hour = \$6,000;
3. For payment of 1% Montana contractors tax - \$520;
4. Service connections - \$14,080. Eighty new service connections have been completed since the last draw for a total to date of 100. The remaining 15 connections will be completed after the next 500 feet of water line is installed

Description of current and planned project activities, highlighting any issues or concerns relevant to project activities:

1. **Acquisition of the land for the water tank will be completed this month** -- that is a little behind schedule. Construction of the tank will begin as soon as possible next month;
2. **None of the 12 fire hydrants have been installed to date.** Installation will begin next month.
3. **Labor standards monitoring and documentation (for this period) is included as part of the drawdown request packet, as required.** Included: (1) copies of recent (June-July-August, 2008) labor compliance interviews of a representative sample of employees and trades for all contractors and subcontractors; and (2) certification (on Exhibit 6-P) of our completion of weekly reviews of weekly payroll.
4. **We need CDBG's assistance:** There is a new employee for one of the prime contractor's subcontractors (Superb Water Fixers, Inc) and the work being done does not seem to correspond to anything we can find on the Davis-Bacon wage rate determinations packet for this project. Help!