**HOME/HTF Affordable Housing Development Grant Administration Manual Tools and Resources**

**Project Progress Report**

This form details progress made on a HOME/HTF project and should be completed and submitted to Commerce either with each request for reimbursement (draw) or quarterly if requests (draws) do not occur regularly.

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| --- | --- | --- |
| **NAME OF GRANTEE:** |  | |
| **GRANT CONTRACT NO:** |  | |
| **DRAWDOWN NO:** |  | |
| **PERIOD COVERED:** |  | |
| **IDIS NO:** |  | |
| Project is (*select one of the following*):  [ ] Ahead of Schedule [ ] On Schedule [ ] Behind Schedule  Project tasks initiated or completed*[[1]](#footnote-1)*:  [ ] Project Design  [ ] Construction Bidding *Date of contractor selection and bid award*:  [ ] Project Construction *Date of final inspection*:  [ ] Project Closeout *Date of project completion*: | | |
|  |  |  |
| **SOFT COSTS** | Total Amount Requested | **$** |
| *(Provide a brief description of the services provided and costs funded for this draw or period.)* | | |
|  | | |
| **PROJECT ACTIVITY COSTS** | Total Amount Requested | **$** |
| *(Provide a brief description of the work performed and activities funded for this draw or period.)* | | |
|  | | |
| **PROGRAM INCOME** | Total Amount on Hand | **$** |
| *(Provide a brief description of the program income received to date including the source/s and amount/s received and expended prior to and as part of this draw.)* | | |
|  | | |
| I certify that the amounts indicated above are correct and that all costs requested are directly related to the HOME/HTF grant referenced herein. | | |
|  | | |
| Signature: | | Date: |
|  | |  |

1. Where dates are requested, provide date given in implementation schedule and update as tasks are accomplished (if needed). [↑](#footnote-ref-1)