**Emergency Shelter Facility Grant (ESFG) Tools and Resources**

**Project Progress Report**

This form details progress made on an ESFG 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.

|  |  |
| --- | --- |
| **NAME OF GRANTEE:** |  |
| **GRANT CONTRACT NO:** |  |
| **DRAWDOWN NO:** |  |
| **PERIOD COVERED:** |  |
| Project is (*select one of the following*): [ ] Ahead of Schedule [ ] On Schedule [ ] Behind ScheduleProject 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*:  |
|  |  |  |
| **ESFG COSTS** | Total Amount Requested | **$** |
| *(Provide a brief description of the services provided and work performed for this draw or period.)* |
|  |
| **MATCH** | Total Amount Certified | **$** |
| *(Provide a brief description of the match documented for this draw or period.)* |
|  |
|  |
| I certify that the amounts indicated above are correct and that all costs requested are directly related to the ESFG 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)