SHA Grants Program
Project Report

As part of the requirement for grant funding, the project report needs to be submitted no later than the 15th day of each quarter. Quarters begin in January, April, July, and October. Please complete the project report with any updates, change in schedule, and issues.

PROJECT NAME:

Contract #:

SHA #: **MONTH:** <Select> **YEAR:**

FAP #:

Funding Source: <Select> **Funding Type**: <Select>

Award Amount: **Amount Reimbursed:**

Match Amount: **Amount Matched:**

Project Manager:
(List the current project manager and include their contact information below.)

Is the project on schedule? ☐ **Yes** ☐ **No** **Next Design Submission:** **Next Invoice Submission:**

Project Status:
(UPDATE QUARTERLY - 4-5 sentences including status, percent of completion, any issues and next steps.)

Pending/Upcoming Change Orders:
(*Include the number, date, approval status, and brief description of a change)*

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Milestone Schedule:

(UPDATE QUARTERLY – Insert actual or estimated dates for each of the below project milestones. If the date is actual, please indicate using the checkbox. Feasibility Studies and Design only projects are not required to complete the construction requirements.)

General Requirements:

- *Monthly invoices are required during each phase*
- *SHA will provide comments within 4-6 weeks of each submission with a point-by-point response letter*
- *All previous review comments must be addressed by next submittal*
- *Projects must hold a final review meeting*
- *Advertisement must be posted on eMMA for 21 days for construction and 28 days for design*
- *Monthly construction progress meetings must include SHA staff*

Program Requirements

Milestone	Date	Actual
Award Letter		☐
Kickoff Meeting		☐
MOU Execution		☐
NEPA Approval		☐
ROW Certification		☐

Closeout Requirements

Milestone	Date	Actual
Final Invoice		☐
Closeout Letter to PS		☐

Design Requirements

Milestone	Date	Actual
RFP Submission		☐
NTA		☐
NTP		☐
Design Start Date		☐
30% Design Submittal		☐
30% SHA Review Comments to PS		☐
60% Design Submittal		☐
60% SHA Review Comments to PS		☐
90% Design Submittal		☐
90% SHA Review Comments to PS		☐
100% Design Submittal		☐
100% SHA Review Comments to PS		☐
Final Review Meeting		☐
Final Submission		☐

Construction Requirements

Milestone	Date	Actual
PS&E		☐
Approval to Advertise		☐
Advertisement		☐
Bid Opening		☐
CIA Package Submittal		☐
CIA from SHA		☐
NTP for Construction		☐
Pre-Construction Meeting		☐
Construction Start Date		☐
Construction Completion		☐
Final Materials Certification		☐
Final Inspection		☐