

## INSTRUCTIONS FOR PREPARING A PROGRESS REPORT

**PROGRESS REPORT.** The progress report form must be used when reporting progress on a project.

### THE FORM:

- Provide all requested information by the 10th of each month.
- The reporting period is the period for which activities are being reported on. For example, January 1, 2014 – January 31, 2014 is the January reporting period and will be due no later than February 10, 2014.
- Include the name and phone number of the person who can answer project questions.
- The contract number is the GLO contract number, not your internal number.
- Report the status of each task in your work plan (Attachment A of the contract.)
- Please do not combine tasks or add additional tasks.

Task 1. (Name of task title as identified in Attachment A)

**Description of the status of the task:** Please state whether the task has started, is completed, is in progress, or has not begun. This should be a brief summary for the reporting period and may stay the same until more of this task is completed. *For example, the GLO-“Grant recipient” contract was signed on May 1, 2003; construction is 50 % complete.*

**List of the major accomplishments for the reporting period:** Describe in detail progress made on the task during the reporting period. *For example, the project engineer has developed preliminary plans for the placement of the nature trail and picnic area. A copy of the plans are attached to this report for GLO review/approval.*

**List the deliverable(s)/milestone(s) for the task and provide the date completed/submitted to the GLO:** List the deliverables associated with each task as identified in Attachment A. Populate the table to track deliverables completion/submission.

Deliverable Name	Date Due	Date submitted
<i>Preliminary plans</i>	<i>6/30/2013</i>	<i>6/29/2013</i>
<i>Final construction drawings</i>	<i>8/31/2013</i>	

**Identification of any problems or obstacles encountered (e.g., delays), remedial action taken, and a revised schedule, if appropriate.** This section should describe any delays you are experiencing with the project. If these delays result in you needing to amend the deliverable due dates, please include the changes in this section. If your project is delayed and is going to require an extension beyond the contract period, please explain in a separate letter to the CMP Grants Manager why you will need to extend the project. If the extension is approved, you will receive a contract amendment from GLO Legal Services.

If in the status section of this task you report no progress, please explain and clarify the reason here. *For example, work has been delayed due to an increase in the cost of supplies needed for the project. The City Council will vote on providing additional funds for the project at the next meeting on May 14, 1997. A revised timeline will be submitted with next month's progress report.*

**Description of the plans for the next reporting period, including deliverables due and their delivery dates.** This section should describe what would be in the next reporting period's report or what you plan to accomplish. *For example, next month we will continue to monitor and repair the constructed dunes and will begin the construction of the second walkover.*

**(Repeat for each task)**

- Progress reports are required to contain a budget breakdown for each budget category. Follow the format provided in the progress report form.

Email progress report to:

[CMPreceipts@glo.texas.gov](mailto:CMPreceipts@glo.texas.gov)

If needed, contact Sean Hilbe at (512) 463-5335 or [sean.hilbe@glo.texas.gov](mailto:sean.hilbe@glo.texas.gov) for additional information.