**PROGRESS REPORT**

*INSTRUCTIONS: Grantees under the Michigan CDBG Program are required to prepare a program progress report every six months. The program progress report must be completed and submitted to the Michigan Economic Development Corporation (MEDC) within fifteen (15) days after the end of each six-month period. The information provided should be cumulative from the beginning date of the term of work performance. Failure to submit a complete program progress report may jeopardize further disbursement of grant payments by the State and could result in a negative determination of the grantee’s capacity for administering grant funds.*

**PROGRESS REPORT PERIOD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **IDENTIFICATION**

|  |  |
| --- | --- |
| Grantee: | Grant Number: |
| Mailing Address: | Grant Amount: |
| Email Address: |
| Project Title: | |
| Term of Work Performance  From: To: | Final Report  Yes No |

**B. CERTIFICATION**

I certify that to the best of my knowledge and belief this report is correct, complete, and accurately presents the current status of the approved CDBG project.

|  |  |
| --- | --- |
| Date: | Signature: |
| Telephone Number: | Name and Title: |

**C. SYSTEM FOR AWARD MANAGEMENT (SAM) / CAGE CODE #**

I certify that to the best of my knowledge and belief the UGLG registration in the System for Award Management (SAM) under SAM/Cage Code# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is still current.

|  |  |
| --- | --- |
| Date: | Signature: |

**D. PROJECT STATUS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CDBG Grant Amount: $ | | Total CDBG Payments Received: $ | | |
| Total Local Funds Expended: $ | | Total CDBG Funds Expended: $ | | |
| Total Private Funds Expended: $ | | Percent of Project Complete: % | | |
| Total Other Funds Expended: $ | | Is the CDBG portion on schedule? Yes or No | | |
| Is the Private portion on schedule? Yes or No or N/A | | | | |
| **Activities**  **(CDBG Funded)** | **Completed**  **(Yes or No)** | | **Actual/ Expected Completion Date** | **Comments: progress, problems, delays, etc.** | |
| Environmental Review |  | |  |  | |
| Engineering/Planning |  | |  |  | |
| Bid Opening |  | |  |  | |
| Contract Award |  | |  |  | |
| Construction |  | |  |  | |
| Property Acquisition/ Relocation |  | |  |  | |
| All CDBG Funds Expended |  | |  |  | |
| UGLG Procurement Policy |  | |  |  | |
| UGLG Residential Anti-Displacement and Relocation Plan |  | |  |  | |
| UGLG Section 3 Policy |  | |  |  | |
| UGLG Fair Housing Policy, UGLG Grievance Procedures under Section 504 |  | |  |  | |
| UGLG Nondiscrimination on Basis of Handicap |  | |  |  | |
| UGLG Excessive Force Policy |  | |  |  | |
| UGLG Public Participation Plan |  | |  |  | |
| Brief Status of Project - **CDBG Portion** (identify any progress, problems, or delays).  Brief Status of Project - **Private Portion** (identify any progress, problems, or delays). | | | | | |

**E. EMPLOYMENT IMPACT** (Does not apply to non-job creation Michigan Projects)

|  |  |
| --- | --- |
| Yes  No  NA | Is the job creation goal on target? |
| Yes  No  NA | Is the 51% low and moderate income requirement being met? |
| Yes  No  NA | Is the Grantee collecting the income certification forms? |
| Comments: | |