**ALAMEDA CTC ADMINISTERED FUNDS**

**PROJECT PROGRESS REPORT**

|  |  |
| --- | --- |
| PROJECT TITLE: |  |
| PROJECT SPONSOR: |  |
| PROJECT NUMBER: |  |
| REPORTING PERIOD:  *(M/D/Y to M/D/Y))* |  |

1. **CURRENT STATUS**

|  |  |
| --- | --- |
|  | **No current issues with the project.** *Describe general project status below***.** |
|  |

|  |  |
| --- | --- |
|  | **We anticipated issues but do not need Alameda CTC’s assistance at this time.** *Describe below* |
|  |

|  |  |
| --- | --- |
|  | **We anticipate issues and may require Alameda CTC’s assistance.** *Describe below* |
|  |

1. **ACTIONS** *(in this reporting period)*
2. **ANTICIPATED ACTIONS** *(in the next reporting period)*
3. **AMENDMENTS TO SCOPE, COST, SCHEDULE, PERFORMANCE MEASURES**

|  |  |  |
| --- | --- | --- |
|  | **No changes or amendments required to the funding agreement.** | |
|  | **Changes are required to the following:** | |
|  |  | Scope  *(Use an “X” to all that apply)* |
|  | Budget / Cost  Budget / Cost |
|  | Schedule  D  Deliverables  Schedule |
|  | Performance Measures  Performance Measures |
|  | **Amendment Request previously submitted or attached.** | |

*For any areas marked as requiring changes, include an Amendment Request for review and approval. For scope changes, include contract, change orders (CCO’s) over $20,000 on construction and professional service contracts.*

1. **POTENTIAL CLAIMS**

There are no Notices of Potential Claim on File.  
We anticipate a claim regarding the following:

There are presently [Enter Number] Notice(s) of Potential Claim on file. Those not previously forwarded are attached for review and comment.

1. **EXPENDITURES AND REIMBURSEMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Status**  (Approved/  Pending Payment) | **Period**  *(M/D/Y to M/D/Y))* | **Alameda CTC Administered Funds** | **Other Matching Funds** | **TOTAL** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| **TOTAL** | | | **$** | **$** | **$** |

1. **PUBLICITY REQUIREMENTS**

Project information is currently available online, at the following web address: [Enter link].

Project signage is posted as required by the funding agreement.

Project information is published at least annually highlighting the project, as listed below.

|  |  |
| --- | --- |
| **Date of Publication** | **Name of Publication** |
|  |  |
|  |  |

Exhibits to document the completion of these requirements are attached to this progress report i.e. screenshots, copies of articles, photos of signage.

If any of the items were not completed, explain below:

|  |
| --- |
|  |

1. **PERFORMANCE MEASURES PROGRESS REPORTING**

Project Performance Measures are completed in the Table 1 below.   
Project Performance Measures Progress Report is not included / completed because no

Performance Measures Targets are associated with this project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 1 - Performance Measures Report** | | | | |
| **No.** | **Performance Measure** | **Target** | **Progress/Activity to date** | **Progress/Activity this Period** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

1. List all performance measures and targets included in funding agreement for Project.
2. **ANTICIPATED CASH FLOW OF ALAMEDA CTC ADMINISTERED FUNDS**

Cashflow Demand Forecast Form is attached.

* + Complete and attach to this progress report the Cash flow Demand Forecast Form (Excel form linked below) to indicate the project’s anticipated cash flow demand forecast of Alameda CTC Administered Funds.
  + <http://www.alamedactc.org/app_pages/view/8066>
  + Forecast the fiscal year of expenditures for funds obligated to the project by Alameda CTC.
  + A Fiscal Year is defined as July 1st to June 30th. Note any special considerations pertaining to the cash flow schedule.