



CONSOLIDATED PLANNING DIVISION  
NEIGHBORHOOD IMPROVEMENT SECTION  
**QUARTERLY PROJECT PROGRESS REPORT**

**1<sup>st</sup> Qtr: July – Sept**  
(Due Oct 10)

**2<sup>nd</sup> Qtr: Oct-Dec**  
(Due Jan 10)

**3<sup>rd</sup> Qtr: Jan – March**  
(Due April 10)

**4<sup>th</sup> Qtr: April – June**  
(Due July 10)

**DATE:**

**PROJECT TITLE:**

**PROJECT MANAGER:**

**PHONE NUMBER:**

**EMAIL ADDRESS:**

**REPORT PREPARED BY:**

**PHONE NUMBER:**

**EMAIL ADDRESS:**

**PROJECT PHASE:**     PEP         CONTRACT     DESIGN                     BID/PROCUREMENT  
                                  CONSTRUCTION         CLOSE OUT                 COMPLETE

**STATUS:** Based on the **PROJECT PHASE** (as indicated above), please discuss the following:

- 1. Percentage of *Current* Project Phase Completed:**
- 2. Anticipated *Current* Project Phase Completion Date:**
- 3. Description of Work Completed:**
- 4. Issues/Concerns/Action Plan:**

**TOTAL EXPENDITURES TO DATE:**

**PROJECTED EXPENDITURES IN THE NEXT QUARTER:**

**ANTICIPATED PROJECT COMPLETION DATE:**