

## Monthly Status Report

\_\_\_\_\_, 200\_

**Subrecipient:** \_\_\_\_\_ **Project/Program:** \_\_\_\_\_

**LMDC Manager:** \_\_\_\_\_ **Subrecipient Contact:** \_\_\_\_\_ **Contract #:** \_\_\_\_\_

1. **Required Reports:** Obtain/review the most recent reports. Indicate report date; initial to evidence review.

Monitoring Reports (Monthly/Quarterly)	Required for Construction	Required for Non-Construction	Report Date	PM's Initials
A-5 (Monthly Progress Report)	Monthly	Monthly	_____	_____
C-1 (Employment Utilization Report)	Monthly	Quarterly	_____	_____
C-2 (MBE/WBE Compliance report)	Monthly	Quarterly	_____	_____
A-7 (Section 3 Workforce Utilization Report)	Quarterly	Quarterly	_____	_____
A-8 (Sept 11 Workforce Utilization Report)	Quarterly	Quarterly	_____	_____

**Note:** Exhibit A-1 (Levels of Performance) to Subrecipient Agreement is provided as benchmark for Subrecipient's A-5 Monthly Progress Reporting.

2. **Report Issues:** Identify problems or issues related to the above listed monthly reports. Explain action taken or planned to obtain any past due documents including who has been contacted.

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3. **Meetings and Communications.** Describe the method, date and purpose of significant and/or your most recent communications with the Subrecipient representatives including on-site visits. If not addressed above include results of these communications.

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4. **Subcontractor Issues.** Identify subcontractors and their expected contract values. Indicate the date LMDC reviewed and approval the subcontractors. Verify insurance is current and names LMDC as "additional insured". Also, identify procurement issues.

Subcontractor	E.I.N.	\$ Value	Date Approved	Insurance Expiration	Add'l Insured	Issues

5. **Monitoring Summary.** Summarize the overall project/program status to date and address planned courses of action or targets. Evaluate and summarize the progress made by the Subrecipient towards achieving the Levels of Performance expected since the last review. Specifically, address their

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success in meeting previously noted targets. Identify project delays or concerns and explain plans to resolve these matters. (*An attachment may be used if additional space is needed*).

Preparer: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_