



Project Name: _____

Owner: _____

Report # _____ Completion Date _____

1. Key Monthly Observations and Project Progress

2. Is the Owner satisfied with the project progress? If not, explain.

3. Is the Contractor(s) on schedule? If not, explain.

4. Have any complaints been received? If so, have they been resolved?

5. Are there any expected change orders? Are there any expected cost overruns?

6. If events occur between reports which can or will have a significant impact upon the project, the owner will notify USDA Rural Development as soon as any of the following conditions occur:

A. Problems, delays, or adverse conditions which will materially affect the ability to attain project objectives. Include a statement of the action taken, or contemplated, and any USDA Rural Development assistance needed to resolve the situation.

B. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated and/or will result in reduced project costs.

(Project Engineer/Architect) _____ Date

Concurred: _____
(Owner) _____ Date

7. RD Inspection and Comments

(Area Specialist)

Date