



**ConnectOregon**  
**MONTHLY PROGRESS REPORT**  
**Overview of Actions and Responsibilities**

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Who initiates the form?	The ConnectOregon Project Recipient.
Action required by the Recipient:	Fill out the Monthly Progress Report and send to the ODOT Project Liaison by the established monthly report date.
When is the form processed?	Monthly, on the date established as the monthly progress report due date, throughout the life of the Project.
Where does the Recipient send the form?	To the ODOT Project Liaison identified in the Notice to Proceed Letter or as later identified by ODOT if ODOT Project Liaison has changed.
Action required by ODOT Project Liaison:	The ODOT Project Liaison reviews the Monthly Progress Report. The ODOT Project Liaison contacts Local Government Section Manager if Recipient is not submitting reports.

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## ConnectOregon MONTHLY PROGRESS REPORT

The Project Recipient must submit this form to the ODOT Project Liaison by the monthly report date established by the Recipient and ODOT Project Liaison.

### Part A: Project Details

PROJECT NAME		REGION NUMBER	IGA NUMBER	
RECIPIENT NAME			EA PROJECT NUMBER	
ADDRESS				
CITY		STATE	ZIP	ESTABLISHED MONTHLY REPORT DATE
PHONE	FAX	E-MAIL		DATE OF THIS REPORT
<b>Recipient – Complete form, sign, date, and send original form and any attachments to the ODOT Project Liaison.</b>			RECIPIENT SIGNATURE	
			DATE	

### Part B: Key milestone monthly report

Instructions:

1. Fill in the following information each month to provide information on key milestones. Use the key milestones and estimated due dates found in Recipient’s *ConnectOregon* Agreement to fill in the “Description” and “Estimated Due Date” in the table below.
2. Fill in the “Anticipated Completion Date”. If the Project key milestones are still anticipated to be completed on time, insert the same date shown in Recipient’s Agreement under “Estimated Due Date” column. If the Project is expected to be delayed, provide the date the Project is anticipated to be completed in the “Anticipated Completion Date” column. (If the estimated due date is expected to be delayed by 90 days or more, Recipient will need to fill out the “Request Change Order” form and return it to the ODOT Project Liaison with the monthly progress report and any invoices.)
3. Indicate what percentage of work has been completed for each milestone in the “Percentage Complete” column.
4. Sign and date the form and return the completed form on or before the established monthly progress report date to the ODOT Project Liaison.

Description (List each milestone as shown in the <i>ConnectOregon</i> Agreement.)	Estimated Due Date	Anticipated Completion Date	Percentage Complete
1.			
2.			
3.			
4.			
5.			
6.			