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| þÿ | **Connect Oregon MONTHLY PROGRESS REPORT**  **Overview of Actions and Responsibilities** |

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| Who initiates the form? | The Recipient. |
| Action required by the Recipient: | The Monthly Progress Report is due by the first Wednesday of each month. Fill out the Monthly Progress Report and send it to the Connect Oregon email box at LGSConnectOregon@odot.state.or.us |
| Action required by ODOT staff: | ODOT staff will review the report and will send an acknowledgment email to the Recipient. |

734-2668 (Rev 10/20/22) 1 Report

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**Part A:** Project Details

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| --- | --- | --- | --- | --- | --- |
| PROJECT NAME | | | |  | UGA NUMBER |
| RECIPIENT NAME | | | | |  |
| ADDRESS | | | | | |
| CITY | | | STATE | ZIP | REQUIRED MONTHLY REPORT DATE  1st Wednesday of the Month |
| PHONE |  | E-MAIL | | | DATE OF THIS REPORT |

**Part B:** Key Milestone Monthly Report Instructions:

1. Under “Description” below, enter the key milestones that are shown in Agreement (UGA) on Exhibit A, Section B, Table
   1. Under “Estimated Due Date” below, enter the estimated due dates for each key milestone which are shown in UGA, or most current amendment, on Exhibit A, Section B, Table 1.
   2. “Anticipated Completion Date column”. If the key milestones are still anticipated to be completed on time, insert the same date shown in the “Estimated Due Date” column. If the Project is 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 must fill out the “Request for Change Order” form and submit it to LGSConnectOregon@odot.state.or.us)
   3. Indicate percentage of work completed for milestones in the “Percentage Complete” column.
   4. Provide a brief written status update in Part C. The status should include work performed during the time period covered by this monthly report and work to be performed the following month.
   5. Submit the report to [LGSConnectOregon@odot.state.or.us](mailto:LGSConnectOregon@odot.state.or.us) no later than the 1st Wednesday of each month.

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| Description  (List each milestone as shown in the Connect Oregon Agreement.) | Estimated Due Date Shown in IGA,  Exhibit A, Table 1 | Anticipated Completion Date | Percentage Complete |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

**Part C:** Provide a brief status update in the space provided below: