

Monthly Project Inspection Report

This form must be completed & submitted monthly with each Request for Payment for all CDBG funded construction projects, unless otherwise approved by CDD. <i>(SUBMIT ONE FORM FOR EACH CDBG CONSTRUCTION PROJECT)</i>		
Subrecipient/Recipient Department Name	Ordinance Number	IDIS Number
CDBG Project Name	CDBG Program Year	
Construction Contract Period (From: Month/Day/Year – To: Month/Day/Year)	Prime Contractor Name	
REPORTING PERIOD (MONTH/YEAR)	Inspection Report Prepared By	
Percentage of Work Completed to Date	Phone Number	
Project Description (description must include any changes to the originally approved description)		
List accomplishments to date: (specify the type of accomplishment, i.e., Environmental Review Completed, Request Release of Funds submitted, Authorization to Use Grant Funds Received, Pre-Bid Meeting Completed, Construction Contract Awarded, Pre-Con Meeting Completed, Notice to Proceed Issued, Specific Work Completed During This Reporting Period, Final Inspection Completed, Construction Completed)		
Have any problems arisen which will delay construction? If yes, explain the problem and the amount of delay.		
List work anticipated to be completed in the next 30 days (specific accomplishments and/or specific work items to be completed)		
Certified and Approved by the following (as applicable):		
PROJECT INSPECTOR SIGNATURE	PRINT NAME	DATE
X		
CHIEF INSPECTOR SIGNATURE	PRINT NAME	DATE
X		
ENGINEER/PROJECT MANAGER SIGNATURE	PRINT NAME	DATE
X		

Community Development Department Use ONLY:

Reviewed by: _____ Date: _____