

PUBLIC WORKS TRUST LOAN FUND

QUARTERLY REPORT

Month/Year: _____

Client Name: _____

Contract Number _____

Project Title _____

Contact Person _____ Email _____ Phone _____

Project Scope of Work Timelines

Deadline for Contract project completion and closeout _____

Please contact your Client Service Representative as soon as possible if the above Contract project completion date cannot be met.

Project Activity Status THIS QUARTER:

	Started: (Yes/No)	Completed: (Yes/No)
Cultural/Historical Review		
Planning		
Design/Engineering		
Right of Way		
System Acquisition		
Environmental Review		
Permits Obtained		
Bid Docs Prepared		
Construction Contract Awarded		
Construction Started		
Project In Use		

Please estimate the overall **CONSTRUCTION** project progress to date (check one):

0% 10% 20% 30% 40% 50% 60% 70% 80% 90%

Comments/Changes

1. Please describe the project progress over the last three months:

2. Describe (if any) issues or difficulties encountered over the last three months:
 - a) Does the Contract project scope of work need to be revised (check here):

3. Project is complete, please send closeout report (check here):

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Quarterly reports can be completed online: http://www.pwb.wa.gov/qrt_PWTF.asp

**Public Works Board
Post Office Box 48319
Olympia, Washington 98504-8319
FAX (360) 664-3029**