MONITORING REPORT

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracting Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LaGov No. \_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

Invoice No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Contract Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total invoiced to date: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. WORK COMPLETED TO DATE (ACCORDING TO TYPE CONTRACT):
	1. Percentage of work completed [include percentage completed and/or milestones accomplished (give dates)].
	2. Hourly (include services performed and number of hours worked).
	3. Scope of Services Outlined by Tasks (include tasks completed or portion of task completed to date).
	4. Actual Costs Incurred
	5. Fee Schedule

* FOR EACH PROJECT A NARRATIVE OF IMPLEMENTATION PROGRESS INCLUDING:
	1. Tasks and/or milestones accomplished (give dates)

* 1. Tasks and/or milestones not accomplished with explanation or assessment of:
		1. Nature of problems encountered:

* + 1. Remedial action taken or planned:

* + 1. Whether minimum criteria for measure can still be met:
		2. Likely impact upon achievement:

III DELIVERABLES

* OTHER DISCUSSIONS OF SPECIAL NOTE

Contracting Party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_