This document is a copy of Appendix E of [Resolution T-17770](#).

Appendix E – Project Status Report

Each project status report should include a cover page with the following table:

Grant Recipient (CBO Name):	
Project Name:	
Beneficiary Public Schools:	
Report Type (Progress or Completion):	
Report Submission Date: (MM/DD/YY)	
Payments Received to Date: ($)	
Project Completion Date: (MM/DD/YY)	
Attestation: I certify that all statements and representations made in this report are true and correct under penalty of perjury.	Name: Signature: Report submission date:

The two project status reports must respond to each of the items enumerated below. Organize and label responses in a manner consistent with the list of items below.

1. What are the total project expenses incurred to-date?

2. Are the expenses incurred during this reporting period consistent with the approved project budget? If not, please explain and provide justification for the difference.

3. Describe progress on the approved Scope of Work. Using both qualitative and quantitative terms, describe accomplishments made during this reporting period. Identify and organize accomplishments according to the approved Scope of Work. For each item within the approved Scope of Work, identify whether all the milestones/goals set for this reporting period were achieved. If any of the goals or milestones set for this reporting period were not met, explain why.

4. Are the accomplishments described consistent with the approved project plan? If not, please explain.

5. Describe any additional project accomplishments for this reporting period that were not part of the approved Scope of Work.

6. Identify, describe/explain, and provide justification for any changes or diversions from the approved Scope of Work during this reporting period. How will the changes and diversions during this reporting period affect project completion (e.g., delays, set goals that cannot be accomplished, etc.)? Was CPUC notified of these changes or diversions, and if so, were the changes or diversions approved by the CPUC? If not, please explain why CPUC was not notified.

7. Identify, describe/explain, and provide justification for any changes or diversions from the approved project budget during this reporting period. How will the changes and diversions during this reporting period affect project completion (e.g., delays, set goals that cannot be accomplished, etc.)? Was CPUC notified of these changes or diversions, and if so, were the changes or diversions approved by the CPUC? If not, please explain why CPUC was not notified.

8. Are additional changes or diversions anticipated to the approved Scope of Work during the remainder of the project period? If so, please describe and provide justifications, and explain how the changes or diversions will affect project completion or project goals.

9. Are additional changes or diversions anticipated to the approved project budget during the remainder of the project period? If so, please describe and provide justifications, and explain how the changes or diversions will affect project completion or project goals.

10. Identify challenges to the project experienced during this reporting period and described the course of action taken to address the challenges.

11. Identify future challenges anticipated during the remainder of the project. For each challenge identified, what is the planned course of action to address the challenge. Will the challenges affect project completion? If so, please explain how project completion will be affected.

12. Identify and describe any unexpected benefits that resulted from the project during this reporting period.