

**Member Community Infrastructure Program  
REIMBURSEMENT REQUEST AND PROGRESS REPORT**

**Instructions:**

Provide a summary of the accomplishments with respect to objectives, degree of completion based on the Project application, and any problems encountered. Attach relevant procurement documentation, such as an itemized bill, receipt, invoice, time card along with proof of payment, such as a credit card receipt, cancelled check, and/or other documentation to substantiate compensation as deemed acceptable by the NEORS D.

**Project Information**

Community: \_\_\_\_\_

Project Title: \_\_\_\_\_

Reimbursement Request Amount: \_\_\_\_\_

Is the Project Complete?    Yes            No

**Authorized Signature**

I certify that the information in this Reimbursesment Request and Progress Report is accurate and reflects current status of the Project. Furthermore, I affirm that the information contained herein is, to the best of my knowledge and belief, accurate and complete.

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**1) Complete the project status fields below and carry-over and update status with each subsequent Progress Report.**

**Design Phase**

Design Bid:  
Design Start:  
Design End:

**Construction Phase**

Construction Bid:  
Construction Start:  
Construction End:

**Verification Monitoring**

Pre Start:                      Pre End:  
Post Start:                      Post End:

**2) Summarize progress and/or accomplishments during this reporting period as related to your project implementation schedule. (500 word maximum)**

**3) Difficulties and delays encountered during this reporting period. (500 word maximum)**

**4) Describe progress towards Project tasks. (500 word maximum)**

