

Health Care and Other Facilities (HCOF) Project Status Update Form Instructions

Project Status Updates

Project Status Updates must describe the progress you have made towards completion of your project. Please note that the shaded portion of the form is pre-populated with basic project information and previously reported data.

All updates (unshaded portion of form) must include the following information:

Project Completion Percentage: The project's original or revised form SF 424c (Budget Information) identified total costs (including architectural and engineering fees, construction and equipment). Enter the costs incurred to date compared to the total cost of the entire project supported with the awarded funds. For example, where \$400,000 in costs has been incurred to date for a \$6,000,000 clinic building project, indicate that the project is 6.7% complete ($\$400,000/\$6,000,000$).

Drawdown Percentage: Enter the percentage of funds drawn down from the Payment Management System to date as compared to the total awarded amount. For example, where \$150,000 has been drawn down to date from the awarded amount of \$3,000,000, indicate the drawdown percentage is 5% ($\$150,000/\$3,000,000$). Refer to the Notice of Grant Award for specific information on the appropriate drawdown percentage.

Start Date: The start date is dependent upon project type:

- 1) for construction, enter the estimated or actual construction start date;
- 2) for design only, enter the start date for the preliminary drawings; or
- 3) for equipment only, enter the date of first equipment delivery.

Completion Date: The completion date is dependent upon project type:

- 1) for construction, enter the estimated or actual construction completion date;
- 2) for design only, enter the date for completion of the final drawings; or
- 3) for equipment only, enter the date of final equipment delivery.

Current Status: – Describe the progress made from the last Project Status Update. For major problems or delays, describe the problem(s) and include a discussion of the revised timeframe. For changes of scope, describe what change(s) you are proposing to the project, and contact us at (301) 443-3665 for specific guidance on the required documentation. For change orders, describe the project change(s), including changes in cost. In addition, describe any other issues including changes in contact information.

