

## Capital Improvement Project Update Report

As defined in the Capital Improvement Project Procedures approved XXXXXX, 2024, project sponsors are required to provide updates to the Administrator on funded/non-funded projects listed in the Village Capital Improvement Program by December 31 of each year.\* Please provide the information using the form below.

A. Project number\*\* \_\_\_\_\_

B. Project title \_\_\_\_\_

### C. Schedule

1. Year of funding award \_\_\_\_\_

2. Date work started (e.g., notice to proceed  
or, for purchase, date RFP submitted) \_\_\_\_\_

3. Report on progress, including issues affecting progress: \_\_\_\_\_  
\_\_\_\_\_

4. Anticipated completion date: \_\_\_\_\_

### D. Budget

1. Original budget \$ \_\_\_\_\_

2. Revised/current budget \$ \_\_\_\_\_

3. Source of current budget estimate (e.g.,  
engineer's estimate, bid) \_\_\_\_\_

4. New sources of funding (since last report) \_\_\_\_\_

5. Amount of funds currently obligated  
(under signed contract) \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

\*The Planning Program and Public Works Department provide updates to the CIP Technical Committee.

\*\*To be assigned.