**CONTRACTOR MONTHLY REPORT OUTLINE**

**SUBGRANTEE AGENCY**

**CDBG CONTRACT NUMBER**

**NAME OF PROJECT**

1. Current Month Activities
2. Planned Activities - Next Month
3. Schedule Narrative
   1. Deadlines Achieved
   2. Deadlines Missed (w/explanations)
   3. Next Month deadlines
4. Subcontracting Narrative
   1. Solicitations in Progress
   2. Subcontracts Executed
   3. MBE/WBE Outreach and Participation
   4. Section 3 Outreach and Participation
5. Budget Narrative
   1. Funds Obligated and Expended to Date
   2. Potential line item shortfalls
6. Pending Issues
   1. Issues pending from prior months
   2. Prior issues resolved this month
   3. New issues