

## Instructions for SURTAX MUNICIPAL MONTHLY PROJECT REPORT (MPR)

Field	Description								
<i>Municipality</i>	Enter the full name of the city or town.								
<i>Project ID</i>	Enter the complete project ID for the municipal project being reported. If creating reports for more than one project, a separate form must be completed for each.								
<i>Reporting Period</i>	Enter the reporting period for the report indicating the month and calendar year, for example: <i>January 2022</i> .								
<i>Project Schedule Update</i>	<p>Enter a checkmark on the box indicating whether the schedule changed or not.</p> <p>a. If no changes to the project schedule were made in the reporting period, no other action is needed.</p> <p>b. If there were changes to the project schedule included in Exhibit A of the agreement during the reporting period, complete page two to reflect the proposed changes/updates, including the original schedule, the updated schedule with new dates, and the change in days (+/-), for example:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Activity</u></th> <th style="text-align: center;"><u>Original Schedule</u></th> <th style="text-align: center;"><u>New Schedule</u></th> <th style="text-align: center;"><u>Change</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Notice to proceed</td> <td style="text-align: center;">January 25, 2022</td> <td style="text-align: center;">February 5, 2022</td> <td style="text-align: center;">+ 11 days</td> </tr> </tbody> </table> <p><b>Note:</b> Please include both original and new dates for each activity in the schedule, even those that experience no change. Also, include changes that have been approved as well as those pending approval.</p>	<u>Activity</u>	<u>Original Schedule</u>	<u>New Schedule</u>	<u>Change</u>	Notice to proceed	January 25, 2022	February 5, 2022	+ 11 days
<u>Activity</u>	<u>Original Schedule</u>	<u>New Schedule</u>	<u>Change</u>						
Notice to proceed	January 25, 2022	February 5, 2022	+ 11 days						
<i>Material Changes and Impacts</i>	<p>Material changes are those that increase the maximum funding amount and/or materially modify the project description (please refer to section 3.4.1 of the Project Funding Agreement). <u>All material changes need to be approved.</u> Enter a checkmark on the box indicating whether there are material changes or impacts to the project.</p> <p>a. If there were no material changes to the project in the reporting period, no other action is needed.</p> <p>b. If there were material changes to the project in the reporting period, attach supporting documentation that reflects the change, including communication and documentation about the proposed change, and any approvals received.</p>								
<i>Name</i>	Type the Municipal Project Manager's name								
<i>Signature</i>	Municipal Project Manager's signature- can be digital or original.								
<i>Date</i>	Indicate the date in which the report was signed.								
<i>Submission</i>	Please submit the report electronically through the SharePoint site made available to you by MAP Administration before the deadline.								
<i>Deadline</i>	The deadline for PMRs is 30 days after the end of the reporting period.								

**MOBILITY ADVANCEMENT PROGRAM**  
**SURTAX MUNICIPAL MONTHLY PROJECT REPORT**

Municipality:

Project ID:

Reporting Period:

**A. PROJECT SCHEDULE UPDATE (Exhibit A, Section 3 of the PFA)**

**Has the project schedule changed?  YES /  NO? (Please check one)**

If YES, please complete next page "Municipal Project Schedule Update"

Project Schedule updates are required to be reported monthly (Section 6.1.2), including approved and pending changes. Any changes modifying the commencement or completion date of any phase or the project by more than 60 days needs **prior approval** from the Contract Administrator (Section 3.4.4).

**B. MATERIAL PROJECT CHANGES & IMPACTS**

**Have there been changes to the project  YES /  NO? (Please check one)**

If YES, please describe briefly below, and attach material changes (approved and pending)

Project changes are required to be reported monthly (Section 6.1.3). Changes that impact the **cost** of the project and/or the project **description** are material changes (Section 3.4.1) that require review and approval from the Contract Administrator, Oversight Board and/or County Commission, when applicable. If you have any questions, please contact your MAP Point of Contact.

Brief Description of Change in Scope

Municipal Project Manager:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Municipal Project Schedule Update

Municipality:

Project ID:

Reporting Period:

<b>Description</b> (From Project Funding Agreement)	<b>Original</b> <b>Duration/Deadline</b>	<b>Updated</b> <b>Duration/Deadline</b>	<b>Change in</b> <b>days (+/-)</b>

Explanation for Change in Project Schedule