



The purpose of this form is to update the Ministry of Transportation and Transit (the Ministry) on the progress of the approved project. As detailed in the grant agreement, the Ministry requires the Recipient to submit progress reports. Please complete and email to BCAAP@gov.bc.ca.

SECTION I – PROJECT INFORMATION	
Recipient Name:	Grant Agreement No.:
Project Title:	
SECTION II – PROJECT PROGRESS	
Project status at	
Project has not started	Project start date (estimated or actual):
Project is in progress	Project completion date (estimated or actual)
	Percentage complete at report date: %
	Estimated project complete by March 31, 2027 %
SECTION III – DESCRIPTION OF PROJECT PROGRESS	
Provide a brief description of project progress for this reporting period based on project works listed on Schedule A of the agreement.	
SECTION IV – OUTSTANDING ISSUES	
If project is behind schedule, please indicate why and what efforts are being made to ensure that the terms in the grant agreement are met. If a scope change or an extension is required, please provide rationale below. A scope change or an extension to the project end date must be approved by the Ministry, before any changes are implemented, otherwise expenses incurred may not be eligible. If approved, a grant agreement amendment will be prepared for signature by both parties.	
SECTION V – PROJECT CONTACT INFORMATION	
Contact Name:	Phone
Title:	Email:
Signature:	Date: