

Aboriginal Community Energy Plan Program Check-In Report

Name of Community			
Contract ID Number			
Consultant Name (if applicable)		Date	
How much funding has been spent to date?		How much funding has been disbursed to date?	

<p>1. Discussion of Results to Date – Provide an overview of any results from studies/work initiated or completed to date.</p>
<p>2. Project Progress – How does the current progress compare to expected timelines in the Funding Agreement? If behind schedule, how far behind is the project? What has been done or is being done to ensure the project will get back on track?</p>

3. Project Alerts or Variances from Funding Agreement – Please provide any details not related to project timelines that have changed (for example: change in vendors, budget, project staff, etc) as listed in the Schedules of the Funding Agreement. Are there any issues or constraints that may prevent the project from moving forward?

4. Request for deviation from project scope, work plan or budget allocation – If applicable – Please provide details about the specific request and the reason for the request.

6. Next Steps – List all major Activities that will be initiated and completed before the next Check-In Report is due (if applicable).

Completed By: _____

Signature: _____

Title: _____

Date: _____