



# Lackawanna Heritage Valley Authority

538 Spruce Street, Suite 516, Scranton, PA 18503

Phone: (570) 963-6730 Fax: (570) 963-6732



## Progress Report/Payment Request

**General Information:** Progress Reports are required as part of LHVA Partnership Grant projects. Progress Reports should briefly describe the project's progress to date, and any challenges or concerns that the grantee has faced and how they are being handled. The Progress Report and Payment Request should be submitted electronically to April Rogato, Executive Assistant, at [arogato@LHVA.org](mailto:arogato@LHVA.org). Please fax any supporting material to (570) 963-6732.

ORGANIZATION NAME:	LHVA GRANT NO.:	DATE SUBMITTED:
PROJECT COORDINATOR: (Name and title of person managing project)	EMAIL ADDRESS:	PHONE NUMBER:
APPLICANT MAILING ADDRESS: (Street, city, state)	ZIP CODE	FAX NUMBER:
PROJECT TITLE:	WEBSITE:	
PROJECT START DATE:	ANTICIPATED PROJECT COMPETITION DATE:	

PERIOD COVERED BY THIS REPORT: From \_\_\_\_\_ To \_\_\_\_\_

**BRIEF PROJECT DESCRIPTION** (Summarize the project to date. Discuss honestly the project's accomplishments, strengths, and challenges. Discuss how your organization or project team is addressing any challenges. Outline the project's next steps. Please use up to one additional sheet.):

**PAYMENT REQUEST** (Note: On rare occasions, grantees may request an advancement of funds. Please discuss this with LHVA and receive prior written permission before submitting this payment request.)

Total Grant Award \$ \_\_\_\_\_

Total Amount of This Payment Request \$ \_\_\_\_\_

This is:  Reimbursement Request  
 Request for Advancement of Funds

Period Covered by This Payment Request: From \_\_\_\_\_ To \_\_\_\_\_

Note: For Reimbursement Requests, please attach copies of all invoices, bills, and documentation.