



**BC AIR ACCESS PROGRAM (BCAAP)
PROGRESS REPORT – AIR FACILITY MASTER PLAN**

The purpose of this form is to update the Ministry of Transportation and Infrastructure (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

Percentage complete at report date:

%

Estimated project complete by March 31, 2024

%

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 – EXPENDITURE FORECAST:

Enter actual/forecasted project expenditures in the table below:

	Up to Mar. 31, 2023	Apr. 1, 2023- Oct. 31, 2023	Nov. 1, 2023- Mar. 31, 2024	Total	Variance to Grant Agreement (if any)
Ministry Funded Grant	\$	\$	\$	\$	\$

Explanation for variance (if any):

SECTION VI – PROJECT CONTACT INFORMATION

Contact Name:	Phone:
Title:	Email:
Signature:	Date: