**Local Area Work Efforts Summary**

**Please use this form to report local activities and project upcoming resource needs. Forms will be used to deploy team members to meet local area needs. Contractors may not engage in activities prior to reporting needs via form submission and receiving approval to conduct work. Any local area requests should be referred to the project manager who will determine the best course of action and contractor to perform requested assistance. Invoices will be compared to work assigned to ensure appropriate, approved expenditures. Forms summarizing local area contact should be submitted within two business days of contact so that next steps can be reviewed and approved in a timely fashion. Submit completed forms to:** [**Kurt.r.tackman@oregon.gov**](mailto:Kurt.r.tackman@oregon.gov) **and** [**Klitvin@prjmasters.com**](mailto:Klitvin@prjmasters.com)**.**

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| **☐** | **Central** | **☐** | **Lane** | **☐** | **Portland-Metro** |
| **☐** | **Clackamas** | **☐** | **Mid-Valley** | **☐** | **Rogue** |
| **☐** | **Eastern** | **☐** | **Northwest** | **☐** | **South Coast** |

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| **Technical Team Member(s) Involved:** | Click here to enter text. | | |
| **Local Representative(s) Involved:** | Click here to enter text. | | |
| **Contact Summary:**  **(topics discussed, questions raised and/or addressed, and decisions made.)** | Click here to enter text. | | |
| **Next Steps:**  **(Include relevant dates/action items, planned or suggested work efforts, and potential team resources needed.)** | Click here to enter text. | | |
| **Is Follow Up Required?** | **☐ Yes** | **☐ No** | |
| **If yes, check all that apply:** | **☐ Project Manager** | **☐ State Team** | |
| **☐Contracted Consultant** | **☐Other** | |
| **Projected Time & Travel Commitment:**  **(Align w/Next Steps Section above, include expected travel)** | Click here to enter text. | | |
| **Submitted by:** | Click here to enter text. | **Date:** | Click here to enter text. |