

PROGRESS REPORTS  
INSTRUCTIONS

Subgrantees are required to submit quarterly progress reports on project activities and accomplishments. Sufficient detail to determine stage of implementation, project changes, and impact must be included.

1. GRANT AWARD CONTRACT NUMBER: The number from your contract.
2. DATE: Enter the date the report was prepared.
3. REPORT NUMBER: Enter the sequential number (e.g., the first report is number 1, the second is number 2, etc.).
4. SUBMITTED FOR REPORT PERIOD: The first progress report is due on the date specified on the special conditions of the contract. Thereafter, the reporting period will be either from the first day to the last day of a month, if a project prefers, or from the first day to the last day of a calendar quarter (i.e., January 1 to March 31, April 1 to June 30, July 1 to September 30, and October 1 to December 31).

**Reports must be received by the 15th day after the close of a quarter (i.e., April 15, July 15, October 15, and January 15).**

5. TYPE OF REPORT: Check the appropriate box. Although progress reports are due quarterly, it may be more convenient for some projects, especially those that submit monthly financial vouchers, to submit monthly progress reports.
6. PROJECT TITLE: The title of the project as it appears on the contract.
7. SUBGRANTEE'S NAME: The name of the agency or department as specified in the contract.
8. TYPE OR PRINT PROJECT DIRECTOR'S NAME: Enter the typed or printed name of the project director named in the contract or in a contract amendment.

TITLE: Enter the project director's title.

TELEPHONE NUMBER: Enter the project director's telephone number.

9. PROJECT DIRECTOR'S SIGNATURE: The project director, named in item 8 above, must sign.  
DATE OF SIGNATURE: Enter the date the progress report is signed by the project director.
10. PROGRESS REPORT: Continuation pages may be attached as necessary. Reporting should be cumulative and describe activities and accomplishments occurring during the reporting period and to date. These activities and accomplishments should include, but not be limited to, the following:

- (a) In narrative form, state which stage or phase of the project this report covers.
- (b) State to what extent each activity, output, and any interim outcomes set forth in the contract have been achieved, including any factors which have interfered with or expedited accomplishments. Include steps taken to overcome interfering factors. Include appropriate quantification, such as number of persons to whom services have been provided, personnel trained, equipment acquired, etc.
- (c) State any policies developed, changes contemplated, or changes that were requested and approved in project implementation, etc.
- (d) State whether any costs associated with the stage of the project were materially different than anticipated.
- (e) List any additions or changes in principal project personnel (including consultants).
- (f) State any changes in project organization.
- (g) Describe the extent of involvement, if any, of other agencies or community resources in the accomplishment of the project.
- (h) Describe the status of the evaluation (Data collection instruments being used, data submitted to evaluator, interim report received by applicant, etc.)
- (i) If appropriate, provide information indicating compliance with SPECIAL CONDITIONS.