**Adult Reentry Grant | Quarterly Progress Report**

**Rental Assistance**

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 1: PROJECT INFROMATION | | | |
| Grantee: | | BSCC Grant Award Number: | |
| Project Title: | | Date: | |
| Prepared by: | | Phone: | |
| Title: | | Email: | |
| YEAR 2 REPORTING QUARTERS (check applicable reporting period) | | | |
| **Quarter 5**  July 1 - Sept 30, 2020 Due: November 16, 2020 | **Quarter 6**  Oct 1 - Dec 31, 2020 Due: February 15, 2021 | **Quarter 7**  Jan 1 - Mar 31, 2021 Due: May 14, 2021 | **Quarter 8**  Apr 1 - Jun 30, 2021 Due: August 15, 2021 |

|  |
| --- |
| SECTION 2: GENERAL PROJECT OVERVIEW |

## Expenditure Status

Please report the status of your grant expenditure as of the end of the reporting quarter.

|  |  |
| --- | --- |
| 1. Adult Reentry Grant Award Amount | $ |
| 1. Amount Invoiced-to-Date (Sum of Quarterly Invoices) | $ |
| 1. Percent of Award Invoiced to Date (Amount above ÷ Award Amount) | % |
| 1. In relation to the overall grant budget, are state Adult Reentry Grant funds being expended as planned and on schedule? | Yes  No |

If no to 1d., please explain why, and describe the plan(s) to remedy the expenditure status.

|  |
| --- |
| SECTION 3: GRANTEE IDENTIFIED GOALS & OBJECTIVES |

List the goals and objectives developed by the grantee and submitted in your grant proposal. There are three (3) questions for each goal/objective listed. Provide responses specific to this reporting quarter below.

|  |  |
| --- | --- |
| * Goal 1: | |
| Objectives (A., B., etc.): | • (Objective 1a from RFP)  • (Objective 1b from RFP)  • (Objective 1c from RFP) |
| 1. Describe progress towards meeting the stated goal and objectives during the reporting period.      1. Describe any challenges towards meeting the stated goal and objectives during the reporting period.      1. If applicable, what steps were implemented to address challenges. | |

|  |  |
| --- | --- |
| * Goal 2: | |
| Objectives (A., B., etc.): | • (Objective 2a from RFP)  • (Objective 2b from RFP)  • (Objective 2c from RFP) |
| 1. Describe progress towards meeting the stated goal and objectives during the reporting period.      1. Describe any challenges towards meeting the stated goal and objectives during the reporting period.      1. If applicable, what steps were implemented to address challenges. | |

|  |  |
| --- | --- |
| * Goal 3: | |
| Objectives (A., B., etc.): | • (Objective 3a from RFP)  • (Objective 3b from RFP)  • (Objective 3c from RFP) |
| 1. Describe progress towards meeting the stated goal and objectives during the reporting period.      1. Describe any challenges towards meeting the stated goal and objectives during the reporting period.      1. If applicable, what steps were implemented to address challenges. | |

|  |
| --- |
| SECTION 4: STAFFING AND/OR VOLUNTEERS |

1. Staffing and/or Volunteers  
   Hiring/Securing people for positions needed to complete programming.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not started | Planning | Working on it | Completed/  Established | N/A |

|  |
| --- |
| Briefly Describe: |

1. Have all positions listed in the application been filled (exclude those previously addressed through a formal program modification)?
2. If positions remain unfilled, what is the plan and anticipated outcome for staffing of the program?
3. What is the plan for salary savings, if any, that have resulted from unfilled positions?

|  |
| --- |
| SECTION 5: NARRATIVE |

1. Describe any problems/delays the project encountered during this reporting period (Note: Consider things that affect or may potentially affect project effectiveness, project outcomes and/or stated project goals. Consider all program areas including project administration, delivery of services, rate of referrals, participant enrollment, etc. indicate the steps taken to resolve these problems).
2. Describe any changes that are being proposed to improve the program within the next reporting period (Note: some proposed changes may require the submission and approval of a formal program/budget modification)
3. Timeline/Activities/Planned Special Events

|  |  |
| --- | --- |
| 1. Is the project on track with the timeline as identified in the workplan submitted in your grant proposal? Explain. |  |
|
|
| 2. Describe any significant program activities that will take place during the next reporting period that BSCC staff might want to attend (for example: trainings, community events, media events, etc.): |  |
|
|
|
|
| 3. Does your project request any additional technical assistance or resources from the BSCC? If yes, please provide details. |  |
|
|

1. What significant successes (other than participant-specific) has the project achieved during the current reporting period (e.g., reaching participant enrollment goals, reaching other stated goals, recognition from public officials and/or other jurisdictions/agencies, receiving media coverage)? (Note: You may submit corresponding photos, media articles, and publications as attachments. Please state in your email that you authorize the BSCC to use and publish photos).

|  |
| --- |
| PLEASE SEE EXCEL DOCUMENT FOR SECTIONS 6-9 |