**DDOE Grant’s**



**Progress Reporting Template**

**Length of Report:**

Minimum 1 page to maximum 3 pages (excluding appendices – charts, pictures, etc.)

**List your:**

* Project Title, and DDOE RFA and Project Number
* Entire Award Period, and this Progress Report’s Period
* Organization’s name
* Organization’s primary contact person(s) -- telephone, fax, and email

**Briefly summarize, in one or two sentences, the purpose and status of your project. For status, state if project is on time, on budget and achieving any proposed and approved match.**

**Briefly summarize any barriers your project has faced, and if they have impeded the implementation of your project in any way.**

**For the current reporting period, list your:**

* Specific activities conducted.

Activities are undertaken to achieve the outputs and outcomes. For example, materials developed and distributed, events hosted.

* Number of event or workshop participants combined with the count of general public engaged with Low English Proficiency or No English Proficiency (NEP/LEP). Include a list of first and second languages spoken in the home by this population.
* Outputs achieved.

Outputs are short-term results achieved. For example, you might list the number of rain gardens installed or pounds of nitrogen/phosphorous/sediment removed. *Outputs must be quantified*.

* Outcomes achieved. (if applicable)

A project outcome is a medium- to long-term result. For example, an outcome could be increased public awareness of the effects of stormwater run-off.

**Budget Reporting –**

**Pick “A” if a line-item budget is specified in your award. Pick “B” otherwise.**

**A.**

**For the current reporting period, chart out the status of expenditures based on your grant proposal’s budget. (See sample below.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Awarded Amount** | **Amount Spent****to Date** | **Current Balance** | **NOTES** |
| **PERSONNEL** |   |  |
|  Project/Contract Staff |  |  |  |  |
| **Total Personnel Costs** |  |  |  |  |
| **OPERATING** |  |  |
|  Materials/Supplies |  |  |  |  |
| **Total Operating Costs** |  |  |  |  |
| **TRAVEL** |  |  |
|  Mileage (generally accepted rate/mile) |  |  |  |  |
| Public Transit ($/round trip) |  |  |  |  |
| **Total Travel Costs** |  |  |  |  |
| **TOTAL OF ALL CATEGORIES** |  |  |  |  |

**If your expenditures are currently off-track from the budget, please explain why.**

**B.**

**For the current reporting period, detail the status of your grant proposal’s budget. For instance, list the expenditures (both planned for and unexpected) made during this reporting period.**

**If your expenditures are currently off-track from the budget, please explain why.**

[Filename: ]