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| **Agency Name:** **Project Name:**  |
| **Funding Source (**Select from the drop-down list**):** Choose an item. |
| **Reporting Period (**Select from the drop-down list**):** Choose an item. |

**Section 2: Program Accomplishments**

1. In the **Project Implementation Timeline**, list of the major tasks, activities, or products that you plan to accomplish and the anticipated completion dates. This schedule will be used as a contract monitoring tool.

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| **Project Implementation Timeline** |
| **Tasks, Activities and Products:** Provide specific information such as the number of clients the program proposes to serve and a description of the program activities, including the frequency of activities, etc. | **Specific Achievements:** Number of clients served, specific program activities, frequency of activities, etc. Describe, in detail, specific program achievements for this reporting period. Please explain any shortfalls in deliverables. |
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1. Highlight specific challenges and needs facing your program, please include actions taken to rectify.
2. List major collaborative accomplishments and discuss efforts towards developing sustainable partnershipsachieved during this reporting period.

**Verification**

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| --- | --- |
| Report Prepared By: |  |
| Agency Contact Person:  |  |
| Agency Contact Phone Number |  |
| Agency Contact Phone Email |  |
| Signature of Agency Director or Designated Signatory |  |