



Grantee Progress Report Instructions

Instructions to Grantees:

Using organization letterhead if possible, please model the Progress Report on the format below, including question headings, to summarize the Grant Agreement “deliverables” or outcomes as it relates to the original Grantee Work Plan. Refer to the Grant Agreement - Section 2.0 Grantee Duties for additional instructions.

Grant Organization Name: _____

MDVA Grant Type:

SOT/competitive ___ *SOT/VSO* ___ *SOT/fast-track* ___ *Legislatively-named* ___

Date: _____

Prepared by (name/title): _____

Grant Period: (e.g. 2/1/19 – 1/31/19):

Amendment # ___ *Date executed* _____ *(if applicable):*

Amendment # ___ *Date executed* _____ *(if applicable):*

Purpose of grant (Ref. Section 2.2 Grant Agreement):

Grant Award Amount: _____ *Amount Unspent:* _____

1. Summarize grant outcomes *to date* as it relates to the original Budget and Work Plan (including the actual number of Veterans directly served as reported on the most recent submitted Activity Log (if applicable)?)
2. Describe challenges which may have impacted the grant outcomes while administering the grant and any “lessons learned (if applicable).”



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3. Is the grant Program/Activity on-track to complete on-time by the Grant Agreement Expiration Date? ____ If no, please explain.

4. Is the grant Program/Activity on-track to spend the entire grant award amount by the Grant Agreement Expiration Date? ____ If no, please explain.

5. Additional Comments

Signed by: _____

Date: _____

Print Name: _____

Title: _____