



BIANNUAL PROGRESS REPORT(399)

for Homeland Security Grant Programs: SHSP/UASI

GRANTEE INFORMATION			
GRANTEE/AGENCY NAME:	Houston-Galveston Area Council		
PROJECT TITLE:	FY2017 H-GAC Regional Planning Initiative		
GRANT NUMBER:	2992703	DATE:	Thursday, March 15, 2018
GRANT START DATE:	10/1/2017	GRANT END DATE:	9/30/2018
FUNDING SOURCE:	HS-Homeland Security Grant Program (HSGP)		

Reports are due September 20th and March 20th of each year, a six-month reporting cycle. Report on this cycle regardless of when your grant began.

Report 1: due MARCH 20 for all grant funded activity that occurred September thru February

Report 2: due SEPTEMBER 20 for all grant funded activity that occurred March thru August

Report 3: due MARCH 20 for all grant funded activity that occurred September thru February

Report 4: due SEPTEMBER 20 for all grant funded activity that occurred March thru August

Report 5: due MARCH 20 for all grant funded activity that occurred September thru February

Report 6: due SEPTEMBER 20 for all grant funded activity that occurred March thru August

Not all grants are awarded for a full three year period as listed above.

For assistance completing the reporting requirements, please contact the staff at PPRI.

PPRI • Texas A&M University • 4476 TAMU • College Station, TX 77843
Phone: (979) 845-8800 • Fax: (979) 458-4179 • Email: oog@ppri.tamu.edu

If reports are not submitted on time, grant funds will be placed on hold.

Section Links:

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- [PROGRESS REPORT](#)

PROGRESS REPORT

Reporting Period Instructions: Report any grant funded activity performed during the current reporting period. Each biannual reporting period is a six month block from September thru February OR March thru August. For grants only active during a portion of the six month block, report only on the portion of time when your grant was active and grant funded activity occurred. This report is designed with space for 6 biannual reporting periods. Your grant funded project may not report all 6 reporting periods. When all grant funded activity is complete, and a final FSR has been paid by the OOG, submit a Final report. The final report plus all your previously reported biannual data should reflect the total of the entire grant funded activity completed during the grant agreement period.

1. Report Type: Please indicate whether this is a biannual progress report or a final report. You may submit the Final report when your grant funded activities are complete, and your final FSR has been paid, even if your grant agreement period has not ended.

Biannual	<input checked="" type="radio"/>
Final	<input type="radio"/>

Milestone Completion: Please complete the chart below indicating the status of each milestone. If "Yes" is selected, a milestone completion date **must** be entered.

1.	Milestone: Submit 2017 Homeland Security Implementation Plan to TDEM and OOG	Estimated Date: 12/15/2017	Complete: <input checked="" type="radio"/> <input type="radio"/> Yes No	Completed Date: 1/31/2018 (mm/dd/yyyy)
2.	Milestone: Submit 2017 THIRA and SPR to TDEM and OOG	Estimated Date: 12/30/2017	Complete: <input checked="" type="radio"/> <input type="radio"/> Yes No	Completed Date: 1/31/2018 (mm/dd/yyyy)
3.	Milestone: Complete major travel / training activities	Estimated Date: 8/30/2018	Complete: <input type="radio"/> <input checked="" type="radio"/> Yes No	Completed Date: (mm/dd/yyyy)

2. Project Status: Please indicate the current status of your grant funded activities.

	Report 1: Sep-Feb	Report 2: Mar-Aug	Report 3: Sep-Feb	Report 4: Mar-Aug	Report 5: Sep-Feb	Report 6: Mar-Aug
Not Started	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On Schedule	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Behind Schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ahead of Schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cancelled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Project Status Definitions

Not Started – Grantee has not begun any planned project activities; the status of all milestones indicates none are complete and no grant funds have been expended.

On Schedule – Grantee has completed each milestone with an estimated date prior to the report due date, OR grantee is providing Additional Information below to explain why project is still "On Schedule" even though the completion status of milestones may indicate otherwise.

Behind Schedule – Grantee has not completed one or more milestones with an estimated date prior to the report due date, OR grantee is providing Additional Information below to explain why project is "Behind Schedule" even though the completion status of milestones may indicate otherwise.

Ahead of Schedule – Grantee has completed each milestone with an estimated date prior to the report due date and one or more milestones with an estimated date after the report due date, OR grantee is providing Additional Information below to explain why project is "Ahead of Schedule" even though the completion status of milestones may indicate otherwise.

Completed – All work under the grant is finished, each milestone has been completed, and the grantee has submitted a FINAL Financial Status Report (FSR) or plans to submit a FINAL FSR within the next 14 calendar days.

Cancelled – Grantee does not plan to complete the project for which funds were awarded. (Note: The grantee should submit a FINAL FSR de-obligating all grant funds in eGrants as soon as possible).

3. Project Status Additional Information: If the grant-funded activity is "on schedule or "ahead of schedule", use this space to provide any additional information about recently completed project activities (e.g. specific equipment ordered, training that has been scheduled or completed, etc.) and/or further describe the status of your project. If the grant-funded activity was cancelled or experienced delays, please use the space below to briefly summarize what barriers exist and the actions being taken to address them. Your response below is required if "not started" or "behind schedule" or "cancelled" is selected on question number 2.

Reporting period: September – February (1st report)

Reporting period: March – August (2nd report)

Reporting period: September – February (3rd report)

Reporting period: March – August (4th report)

Reporting period: September – February (5th report)

Reporting period: March – August (6th report)

4. Success Stories: Describe any features or outcomes of the grant funded activity that have been particularly successful and might benefit other agencies to know about. (*Response optional.*) A good success story: 1) Identifies the problem or issue that exists (or existed); 2) Describes how the project addressed the problem or issue, including who benefitted most as a result of the project; and 3) Illustrates (with a real world event when possible) how the project made a significant difference in the community. (Note: Stories that also include regional data or statistics which show the impact of the grant-funded project are especially useful in highlighting the effectiveness of grant programs and may help encourage continued appropriations in future years.)

Reporting period: September – February (1st report)

Reporting period: March – August (2nd report)

Reporting period: September – February (3rd report)

Reporting period: March – August (4th report)

Reporting period: September – February (5th report)

Reporting period: March – August (6th report)

5. Impact: Please describe the impact this project has had on regional terrorism preparedness capabilities. *(A response is required for the FINAL report, but Optional for other Biannual reporting periods.)*

The impact statement should: 1) state the project's accomplishments; 2) highlight the value of your grant-funded work; and 3) demonstrate how the project made a difference in the community. Note: See the above guidance for "good" Success Stories for additional guidance on highlighting the impact of your project.

Reporting period: September – February (1st report)

Reporting period: March – August (2nd report)

Reporting period: September – February (3rd report)

Reporting period: March – August (4th report)

Reporting period: September – February (5th report)

Reporting period: March – August (6th report)

6. Project Measures: Space is provided below for you to describe your project's key OBJECTIVES, TARGETS, and ACCOMPLISHMENTS. The objectives and targets shown on your online form should match the information submitted in your OOG grant application. Current target level will be pre-filled. You are responsible for providing the actual results for the current reporting period. Use the "Notes" field to provide explanations for any significant variance from established targets.

1.	<p>Objective:</p> <div>Number of stakeholders participating in planning/coordination meetings.</div> <p>Type: Outcome Measure</p> <p>Target: 50</p>	<p>Actual Data for Sep_Feb: 45</p> <p>Actual Data for Mar_Aug: 0</p> <p>Actual Data for Sep_Feb: 0</p> <p>Actual Data for Mar_Aug: 0</p> <p>Actual Data for Sep_Feb: 0</p> <p>Actual Data for Mar_Aug: 0</p> <p>Total: 45</p>	<p>Notes (optional):</p>
2.	<p>Objective:</p> <div>Number of planning/coordination meetings attended.</div> <p>Type: Output Measure</p> <p>Target: 20</p>	<p>Actual Data for Sep_Feb: 6</p> <p>Actual Data for Mar_Aug: 0</p> <p>Actual Data for Sep_Feb: 0</p> <p>Actual Data for Mar_Aug: 0</p> <p>Actual Data for Sep_Feb: 0</p> <p>Actual Data for Mar_Aug: 0</p> <p>Total: 6</p>	<p>Notes (optional):</p>
3.	<p>Objective:</p> <div>Number of planning/coordination meetings conducted (including whole community as appropriate).</div> <p>Type: Output Measure</p> <p>Target: 4</p>	<p>Actual Data for Sep_Feb: 1</p> <p>Actual Data for Mar_Aug: 0</p> <p>Actual Data for Sep_Feb: 0</p> <p>Actual Data for Mar_Aug: 0</p> <p>Actual Data for Sep_Feb: 0</p> <p>Actual Data for Mar_Aug: 0</p> <p>Total: 1</p>	<p>Notes (optional):</p>
4.	<p>Objective:</p> <div>Number of plans developed or updated.</div> <p>Type: Output Measure</p> <p>Target: 3</p>	<p>Actual Data for Sep_Feb: 3</p> <p>Actual Data for Mar_Aug: 0</p> <p>Actual Data for Sep_Feb: 0</p> <p>Actual Data for Mar_Aug: 0</p> <p>Actual Data for Sep_Feb: 0</p> <p>Actual Data for Mar_Aug: 0</p> <p>Total: 3</p>	<p>Notes (optional):</p>
5.			

Objective:

Number of plans
reviewed.

Type:

Output Measure

Target:

5

Actual Data for

Sep_Feb:

2

Actual Data for

Mar_Aug:

0

Actual Data for

Sep_Feb:

0

Actual Data for

Mar_Aug:

0

Actual Data for

Sep_Feb:

0

Actual Data for

Mar_Aug:

0

Total:

2

Notes (optional):

End of report.