

General Information and Instructions

Progress Reports

The blue line represents the current, editable reporting period

Required Reports	Reporting Period	Date Created	Date Submitted	Status	Due Date	Days Overdue	Approved Date	Select
Report 1: Biannual	September through February	9/24/2019	9/24/2019	Approved	3/20/2019	188	9/24/2019	View
Report 2: Biannual	March through August	9/24/2019	9/24/2019	Approved	9/20/2019	4	9/24/2019	View
Report 3: Biannual	September through February				3/20/2020			Edit
Report 4: Biannual	March through August				9/20/2020			View

**Report 1: Biannual
for**

Reporting Period: September through February

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

Milestones

Enter the milestone completion date if it was completed in the current reporting period

Milestone	Homeland Security Estimated Completion Date	Report 1 Completion Date	Report 2 Completion Date	Report 3 Completion Date	Report 4 Completion Date
Consultant Contracted and Project Work Begins	03/15/2019		08/20/2019		
Draft Completed	11/01/2019				
Final Draft Submitted	02/01/2020				

Federal Requirements

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

- Not Started On Schedule Behind Schedule Ahead of Schedule Completed Cancelled

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).

2. **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.

Report 1:

went through agency's procurement process to select a consultant for the project

Report 2:

Consultant contracted and project work begun. Timelines established and project champions identified. Kickoff meeting scheduled for September 23, 2019

Report 3:

Report 4:

Report 5:

Report 6:

3. 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.)

Report 1:

Report 2:

Report 3:

Report 4:

Report 5:

Report 6:

4. 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.

Report 1:

Report 2:

Report 3:

[Empty text box]

Report 4:

[Empty text box]

Report 5:

[Empty text box]

Report 6:

[Empty text box]

Notes by Grantee to OOG:

Note from Grantee to OOG

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Save Note from Grantee to OOG