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| --- |
| **Agency Name: Program Name:** |
| **Funding Source (Check One): Special/ General Revenue X** |
| **Reporting Period** (Check Appropriate Quarter)**: 1st Quarter \_\_ 2nd Quarter \_\_ 3rd Quarter \_\_ Year-End \_\_** |

**Section 2: Program Accomplishments**

1. List program outputs **exactly as stated in your agency’s current contract’s Program Implementation Timeline** and describe, in detail, specific program achievements for this reporting period.

*Add rows as necessary*

|  |  |
| --- | --- |
| **Attachment A: Program Implementation Timeline** | |
| **Program Tasks/Activities /Outputs: Exactly** as listed in contract’s Program Implementation Timeline | **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 and actions taken to rectify those:
2. List major collaborative accomplishments and discuss efforts towards developing sustainable partnershipsachieved during this reporting period:

**Section 3: Verification**

|  |  |
| --- | --- |
| Report prepared by |  |
| Agency contact person |  |
| Agency Contact person’s phone number & email |  |
| Signature of agency director or designated signatory |  |