Monthly Progress Report

Each Month All Sections Must Be Updated to Reflect the Reporting Period. Reports to be complete by the 15th of each month during the grant period.

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Agency Name:

**1. Project Progress Towards Planning Objectives During Month**

Please provide a description of the activity and the date of activity.

**2. Outreach and Engagement Activities**

**3. Multi-Sector Partner Activities This Month (identify multi-sector partner organizations and contributions)**

**4. Discuss any coordination with existing public transit/human services coordination plans and other relevant community planning efforts this month.**

**5. Issues/Challenges This Month**

**6. Successes This Month**

**7. Sustainability Activities This Month**

**8. Project Plans for Next Month**

PLANNING AND INCLUSION PERFORMANCE MEASURES

(should align with the work plan)

9A. Advisory/steering committee meetings

| **Outputs** | **Description** | **Target** | **Total from Prior Month Report** | **# For This Month** | **Total to Date (Prior + This Month)** | **Percent of Target to Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **9A1. Number of advisory/steering committee meetings held this month** |  |  |  |  |  |  |
| **9A2. Number of older adults involved** |  |  |  |  |  |  |
| **9A3. Number of people with disabilities involved** |  |  |  |  |  |  |
| **9A4. Number of individuals from targeted populations involved** |  |  |  |  |  |  |

9B. Focus groups

| **Outputs** | **Description** | **Target** | **Total from Prior Month Report** | **# For This Month** | **Total to Date (Prior + This Month)** | **Percent of Target to Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **9B1. Number of focus groups held this month** |  |  |  |  |  |  |
| **9B2. Number of older adults involved** |  |  |  |  |  |  |
| **9B3. Number of people with disabilities involved** |  |  |  |  |  |  |
| **9B4. Number of individuals from targeted populations involved** |  |  |  |  |  |  |

9C. Survey responses

| **Outputs** | **Description** | **Target** | **Total from Prior Month Report** | **# For This Month** | **Total to Date (Prior + This Month)** | **Percent of Target to Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **9C1. Number of survey responses** |  |  |  |  |  |  |
| **9C2. Number of older adult respondents** |  |  |  |  |  |  |
| **9C3. Number of people with disabilities respondents** |  |  |  |  |  |  |
| **9C4. Number of individuals from targeted populations involved** |  |  |  |  |  |  |

9D. Community meetings

| **Outputs** | **Description** | **Target** | **Total from Prior Month Report** | **# For This Month** | **Total to Date (Prior + This Month)** | **Percent of Target to Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **9D1. Number of community meetings held this month** |  |  |  |  |  |  |
| **9D2. Number of older adults involved** |  |  |  |  |  |  |
| **9D3. Number of people with disabilities involved** |  |  |  |  |  |  |
| **9D4. Number of individuals from targeted populations involved** |  |  |  |  |  |  |

9E. Stakeholders/community organizations

| **Outputs** | **Description** | **Target** | **Total from Prior Month Report** | **# For This Month** | **Total to Date (Prior + This Month)** | **Percent of Target to Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **New stakeholder/community organization partnerships** |  |  |  |  |  |  |

9F. Articles about projects (social media, newsletters, newspapers, etc.)

| **Outputs** | **Description** | **Target** | **Total from Prior Month Report** | **# For This Month** | **Total to Date (Prior + This Month)** | **Percent of Target to Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **Number of articles about projects posted** |  |  |  |  |  |  |

9G. Publications (flyers, etc.)

| **Outputs** | **Description** | **Target** | **Total from Prior Month Report** | **# For This Month** | **Total to Date (Prior + This Month)** | **Percent of Target to Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **Number of unique publications produced** |  |  |  |  |  |  |
| **Number of publications distributed** |  |  |  |  |  |  |

Explain this month's outputs

OUTCOMES

|  | **Description** |
| --- | --- |
| **10A.** |  |
| **10B.** |  |

Comments. Progress towards achieving outcome(s)

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