First Year Progress Report
For Recently-funded, Transitioned, or Transferred Projects (no APR)

1. Changes in staff since application

Complete the Project Contact Form linked at https://www.rivervalleyscoc.org/local-competition-for-projects.html

2. Grant/contract status

Status of technical submission in e-snaps **Resource**	☐ Not started / ☐ In process / ☐ Complete Notes:
Status of environmental review **Resource**	☐ Not started / ☐ In process / ☐ Complete Type of review: Notes:
Grant agreement in place	☐ Yes / ☐ No Assigned grant number, if known:
Grant period (or anticipated grant period)	Start date: End date:
Subgrantee or Partner agreements Describe agreements in place and underway	☐ Not started / ☐ In process / ☐ Complete / ☐ Not Applicable Notes:

3. Systems set-up and connections

HMIS or alternate database (DV) **HMIS resource**	☐ HMIS / ☐ Other (DV): _____ ☐ APR-capable? Staff who will use HMIS or Alt Database (DV): Notes:

Staff registered in SAGE (grant reporting site) Resource	☐Not started / ☐In process / ☐Complete Staff who will report in Sage:
Coordinated Entry partner agreement and project addendum CE Start Up Resource	☐Not started / ☐In process / ☐Complete Notes:
Staff assigned to represent project at CoC meetings and/or committees	☐Not started / ☐In process / ☐Complete Notes:
Staff signed up for HUD Field Office listserv Resource	☐Not started / ☐In process / ☐Complete Notes:

4. Implementation readiness

Staffing plan and assignments Describe roles and hiring status for each	☐Not started / ☐In process / ☐Complete Notes:
Staff participated/planning to participate in HUD Field Office Grantee Training	☐Not started / ☐In process / ☐Complete
Other training provided/planned for staff	☐Not started / ☐In process / ☐Complete Notes:

Policies and procedures developed	
• Housing First • Equal Access • Education for Children and Youth • Other:	
Emerging needs for support for implementation or to meet renewal standards	
Other notes or questions	