

## Section 7.3.1: Programmatic Progress Reports

### PURPOSE AND POLICY

Subgrantees are required to submit programmatic progress reports to the grant program manager that describe project status and accomplishments. These reports are primarily designed to aid grant program managers in carrying out their responsibilities for monitoring grant-supported activities. The major focus of these reports is the progress achieved on each task in relation to the approved schedule and project milestones for that reporting period. The subgrantee's review of the project, its functions, and activities are included in the progress report. Generally, progress reports are brief (normally less than five pages) and are in chart form, narrative form, or both.

Subgrantees must also report on performance measures in progress and performance reports. Performance measures are defined in grant solicitations on a program-by-program basis. They are used to provide a quantitative element to evaluating the subgrantee's performance in executing the subgrant program. The Office of Grants and Federal Resources (GFR) recommends that grantors utilize the eCivis Subrecipient Manager (SRM), which includes a financial reporting function.

### PROCEDURE

1. **Set program progress reporting schedule at solicitation level**

The grant program manager sets the schedule for submission of program reports, including the final report, when preparing the solicitation. This process is included in the eCivis SRM.

2. **Subgrantee submits program progress report**

The subgrantee submits program progress reports within the reporting system according to schedule, preferably the eCivis SRM. The subgrantee is expected to complete all required fields; incomplete reports will be returned. Subgrantees can attach additional files containing any further details required to complete the report.

3. **Review and approve report**

The grant program manager is responsible for the timely acceptance, review, analysis, and approval of reports. The subgrantee's reporting requirements are noted in the award file and include performance measures and associated data, status of each goal scheduled to be achieved or completed during the reporting period, any implementation problems or issues and corrective action planned, and any technical assistance needs. When questions or concerns arise from the review of the report, the grant program manager calls the subgrantee to discuss and resolve them. The grant program manager documents the conversation and includes this documentation in the original subgrant file, preferably in the eCivis SRM. If the program report is not acceptable, the grant program manager contacts the subgrantee for a change request.