

NEVI Grant Progress Report Form – SAMPLE Form (Dec 2023)

The purpose of this form is to document progress made on a grant project/award. Grant Progress Reports provide a summary of the grant activities and progress on the goals and outcomes of the program/project. Progress reports must be submitted quarterly for approval by the Program/Project Manager.

| | |
|--|--|
| Subrecipient/Grantee Name | |
| CAATS Contract Number (provided by MnDOT) | |
| Date of Report Submission | |
| Report Period | |
| Report Submitted By | |

Areas of Progress

| Program Operation | Y | N | Comments |
|---|---|---|----------|
| Is the project progressing on schedule? | | | |
| Is the project functioning as described in the workplan? | | | |
| Is data provided to support project outcomes? | | | |
| Has there been a change in project scope? | | | |
| Is technical assistance needed with any aspect of the project? Please describe. | | | |

| Budget/Finance | Y | N | Comments |
|--|---|---|----------|
| Is the project on track with budget estimates? | | | |
| Will budget revisions be needed? | | | |

| Personnel | Y | N | Recommendation/Comments |
|--|---|---|-------------------------|
| Are all positions paid by the grant working on approved grant activities? | | | |
| Is there adequate staffing for the project? Has there been staff turnover in grant-funded positions? | | | |

| | | | |
|--|--|--|--|
| Has there been a change in the subrecipient/grantee authorized representative? | | | |
|--|--|--|--|

| Professional/Contractual Services | Y | N | Recommendation/Comments |
|--|---|---|-------------------------|
| Are contractors making regular and accurate billing? | | | |

| Please describe activities performed during this report period. |
|--|
| <p style="text-align: center; font-size: 2em; opacity: 0.2; transform: rotate(-30deg);">SAMPLE</p> |

| Please describe any challenges or lessons learned during this report period and how they were resolved. |
|---|
| <p style="text-align: center; font-size: 2em; opacity: 0.2; transform: rotate(-30deg);">SAMPLE</p> |

| Please describe the activities planned for the next stage of the project. |
|---|
| |

| |
|--|
| |
|--|

Additional Notes

| |
|--|
| |
|--|

SAMPLE