ESG/NDHG MID-TERM/FINAL PROGRESS REPORT

NORTH DAKOTA DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY SERVICES
SFN 52677 (02/17)

PART I	
☐ Mid-term Progress Report	☐ Final Progress Report on Entire Grant Year
Grantee	Instrument Number
☐ Nonprofit Organization	☐ Unit of Local Government

Budget/Project Period		Period Covered by this Report	
From *(Month, Day, Year)*	To *(Month, Day, Year)*	From *(Month, Day, Year)*	To *(Month, Day, Year)*

Report Prepared by	Phone Number

Project Description (Please provide a specific description of how funds are being used, including any amendments to your budget)

Typed Name of Authorized Representative	Title
Signature of Authorized Representative *(mail original signed copy)*	Date

DCS USE ONLY

Reviewed By: _____Date Reviewed Mid-term/Final _____

PART II

Complete a separate Part II Report for your agency and any agency you contract with to provide services for each subgrantee. When answering questions, use the space provided or attach additional sheets.

1. List funded activities accomplished to date.

2. Have any problems arisen which will delay grant completion? If yes, explain the problem and the extent of delay.

3. List activities to be accomplished and estimated timeframes.

4. Do you anticipate requesting any amendments? If yes, explain.

5. List the numbers served with ESG or NDHG Funds during the period covered by this report. Ethnic numbers should equal racial numbers.

Ethnic Categories	Select One
Hispanic or Latino White	
Not-Hispanic or Latino White	
Racial Categories	Select All that Apply
American Indian/Alaskan Native	
Asian	
Black/African American	
Native Hawaiian or Other Pacific Islander	
White	
Other Racial	

6. List the numbers of Persons in Households served with ESG or NDHG Funds during the period covered by this report. (Mid-term: July-Dec) (Final: July-June)				
	Number of Youths*	Number of Adults	Don't Know/ Refused/Other	Missing Information
Street Outreach				
Emergency Shelter				
Prevention				
Re-Housing				

*Age 21 and under as defined by the McKinney Vento Act.

7. Gender				
Male	Female	Transgender	Don't Know/ Refused/Other	Missing Information

8. Age				
Under 18	18-24	25 and Over	Don't Know/ Refused/Other	Missing Information

9. Special Populations Served - Complete for All Activities				
Subpopulation	Total	Total Persons Served - Prevention	Total Persons Served - RRH	Total Persons Served in Emergency Shelters
Veterans				
Victims of Domestic Violence				
Elderly				
HIV/AIDS				
Chronically Homeless				
Persons with Disabilities:				
Severely Mentally Ill				
Chronic Substance Abuse				
Other Disability				
Total (Unduplicated if possible)				

10. Shelter Utilization	
Number of Beds – Rehabbed (number of additional beds created as a result of a rehab activity)	
Total Number of Beds – Nights Available (the total number of shelter bed-nights available is the total number of beds in all shelters the recipient funded with ESG that were available to program participants during the reporting period)	
Number of Beds – Conversion (number of beds created as a result of conversion of a building to a shelter)	
Total Number of Beds – Nights Provided (total number of bed-nights provided is the total number of beds in all shelters the recipient funded with ESG that were filled each night during the reporting period)	

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11. For this reporting period, check the program(s) and service(s) provide by your facility *(check all that apply):*

Emergency Shelter Component

☐ Renovation

☐ Operations

☐ Essential Services

Street Outreach Component

☐ Street Outreach

Homeless Prevention Component (At Risk of Homelessness Individuals and/or Households)

☐ Housing Relocation and Stabilization Services

☐ Short-Term and/or Medium-Term Rental Assistance (Project Based Assistance)

☐ Short-Term and/or Medium-Term Rental Assistance (Tenant Based Assistance)

Rapid Re-Housing Component (Homeless Individuals and/or Households)

☐ Housing Relocation And Stabilization Services

☐ Short-Term and/or Medium-Term Rental Assistance (Project Based Assistance)

☐ Short-Term and/or Medium-Term Rental Assistance (Tenant Based Assistance)

HMIS Component

☐ HMIS

Administrative Component *(NDHG Only)*

☐ Salaries for administrative activities

PART III		
Grantee		
1. Total grant funds available		$
2. Total Recipient Share of the Budget (Match)		$
3. Total Funds Available		$
4. Funds activity to date - Funds expended/obligated on:		
a. Street Outreach Component	$	
b. Emergency Shelter Component	$	
c. Homeless Prevention Component	$	
d. Rapid Re-Housing Component	$	
e. HMIS Component	$	
f. Administrative Component *(NDHG Only)*	$	
g. Total funds expended/obligated	$	
5. Match funds activity to date - Funds expended/obligated on:		
a. Street Outreach Component	$	
b. Emergency Shelter Component	$	
c. Homeless Prevention Component	$	
d. Rapid Re-Housing Component	$	
e. HMIS Component	$	
f. Administrative Component	$	
g. Total funds expended/obligated	$	
6. Match funds unobligated (line 1 minus line 4g):		$
7. Recipient funds unobligated (line 2 minus line 5g):		$
8. Total funds unobligated (line 6 plus line 7):		$

INSTRUCTIONS FOR COMPLETING
THE ESG/NDHG MID-TERM/FINAL PROGRESS REPORT

The Mid-Term/Final Progress Report is divided into 3 separate parts, each of which must be fully completed, whether you are submitting the form for your mid-term or your final progress report.

PART I

- Indicate whether this report is your mid-term or final progress report by checking the appropriate box at the top of the form.

- Enter grantee name.

- Check whether you are a nonprofit organization or unit of local government.

- Enter the instrument number – this number is found on your financial award.

- Enter the budget/project period, i.e., the start date of the award through December 31 or the start date of the award through June 30 (or the date of your final request for funds).

- Enter the name and phone number of the individual completing the report.

- Under Project Description, provide a specific description of how these funds are being used, including any amendments that have been approved.

- Type the name and title of the individual authorized by your agency to certify the accuracy of the information being submitted. Note: This is typically the chief executive director of the agency.

- The authorized individual is to sign and date Part 1 of the report form. *Only original signature will be accepted by the DCS.*

- The block on the bottom of the form is for DCS use only.

PART II

Note: If your agency sub-contracts with another entity to provide services funded with these dollars, you must obtain and submit to the DCS, a separate Part 2 from the sub-grantee, indicating the name of the sub-grantee on the top of the document.

1. List all funded activities to date.
2. Describe any problems or difficulties that have arisen which might delay the completion of your grant.
3. List activities that still need to be accomplished along with the estimate timeframe for completing those activities.
4. Indicate whether you intend to request an amendment and provide an explanation for the request.

5. The two ethnic categories are defined below. List the numbers served with ESG or NDHG funds during the period covered by this report. (Mid-term first six months; Final – whole year)

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."

Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The five racial categories defined below. List the numbers served with ESG or NDHG funds during the period covered by this report.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

The total numbers in the Ethnic categories should equal the totals in the racial categories. This total should equal the number reported in #5 above.

6-9. List number served by component with ESG or NDHG.

10. List bed information (for shelters only).

11. Check the program(s) and service(s) provided by your facility funded under ESG or NDHG.

PART III

The Progress Report details the current amount of funds expended/obligated for the period covered by this report. It is a summary report of all of the activities of the subgrantees

1. **Total Grant Funds Available:** Total amount of funds awarded to the grantee by DCS. This amount can be found on Part I of the financial award, #1 under the Funding Authorization Section.

2. **Total Recipient Share of the Budget:** Represents the total amount of match funds that have been pledged for this project period. This amount can be found on Part I of the financial award, #6 under the Funding Authorization Section.

3. **Total Funds Available:** Line 1 plus line 2.

4. **Funds Activity:** This section of the progress report deals only with program funds. Each category represents the total amount of funds either expended or obligated by all of the subgrantees.

5. **Recipient Funds Activity:** This section tracks the amount of <u>match funds</u> that have been expended or obligated by category. Dollar amounts in these categories are totals of all funds expended by the subgrantees.

6. **Funds Unobligated:** This amount represents the total funds the grantee has yet to commit or expend.

7. **Recipient Funds Unobligated:** This amount represents the total match that must be committed before the end of the grant period.

8. **Total Funds Unobligated:** This is the total amount of funding still available on this grant award.

Must submit match requirement documentation with Final Progress Report.