

U.S. Department of Housing and Urban Development  
**SUSTAINABLE COMMUNITIES INITIATIVE PROGRESS REPORT TEMPLATE**

<b>Legal Name:</b>			
<b>Report Period</b> (from/to):		<b>Grant Number:</b>	
<b>POC:</b>		<b>AOR:</b>	

**I. ACCOMPLISHMENTS**

<p>a. <b><u>Please describe your progress relative to the milestones scheduled during this reporting period.</u></b></p> <p>b. <b><u>Please describe the percentage completion for each of the major task categories identified in your negotiated workplan.</u></b></p> <p>c. <b><u>Please describe your progress with contract and sub-award management, including any issues you are experiencing or anticipating:</u></b></p> <p>d. <b><u>Please provide an update with regards to the project's match/leverage commitments.</u></b></p>
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- e. **Please identify newly developed or existing collaborations and the progress they experienced during the reporting period.**
  
  
  
  
  
  
  
  
  
  
- f. **Please describe progress with outreach, engagement, and decision-making activities targeting populations traditionally marginalized in the planning process (include costs spent on these activities):**

**II. CHALLENGES AND EFFORTS TO OVERCOME THEM:**

- a. **Scheduled Milestones/Targets that were not achieved:**
  
  
  
  
  
  
  
  
  
  
- b. **Management deficiencies:**
  
  
  
  
  
  
  
  
  
  
- c. **Deviations from the Work Plan**

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- d. **Detail the actions you will take to address identified deficiencies or workplan deviations described above (include what is to be done, who is responsible, and when it is due).**

**III. ANALYSIS OF WORK TO DATE**

- a. **What lessons are you learning as you move forward that will strengthen this process?** *What assumptions about planning for sustainability are being confirmed and which are being challenged as you move forward? Can you apply these lessons into your work in real time?*
- b. **Are you staying on target for the overall goal of the initiative?** *To what extent are the overall program outcomes and workplan deliverables a helpful reference point?*
- c. **What evidence do you have that this plan will translate to concrete impact and actual implementation in the months and years to come?** *Has the quality of the implementation taken on a different character because of the approach that you have taken in the planning process (e.g., emphasis on engagement and equity)?*

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**IV. NEED TO AMEND THE COOPERATIVE AGREEMENT:**

	<b>Yes/ No</b>	<b>Explanation/Reason for Deviation</b>
<b>Scope</b>		
<b>Schedule</b>		
<b>Budget</b>		
<b>Key Staff or AOR</b>		

**V. Need for Technical Assistance**

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Public reporting burden for this collection of information is estimated to average 1.5 hours. This includes the time for collecting, reviewing, and responding to questions. The information is being collected for mandatory semi-annual reporting and will be used for tracking implementation of HUD-approved work plans. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured.