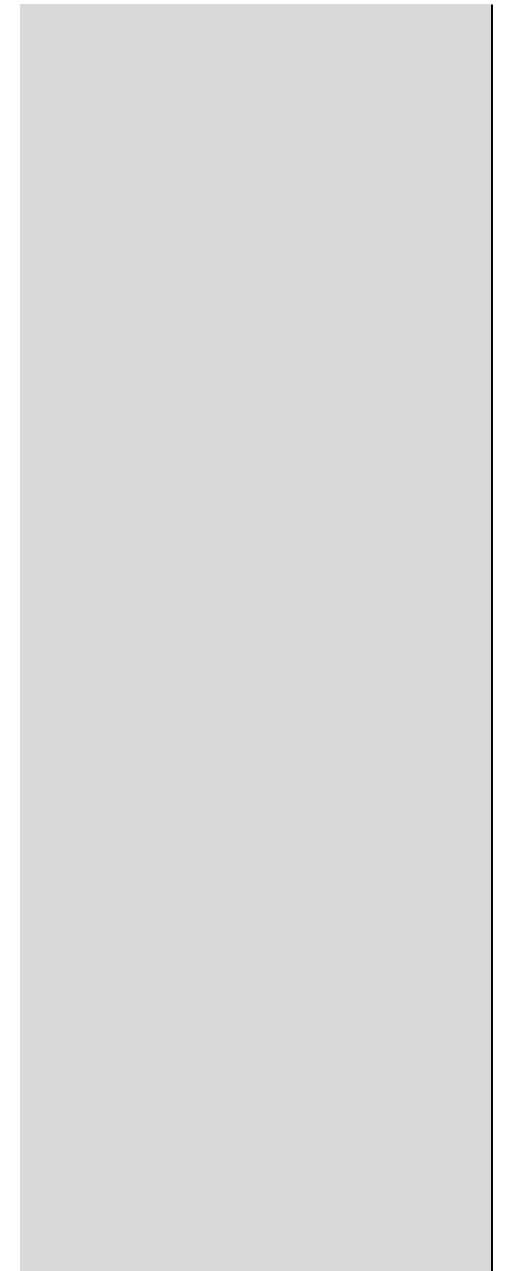


Grant Recipient	Deliverables	Deliverables Percentage Complete	Deliverable Progress YTD Facts and Specifics	VA Comments/Action Items	Grant Amount	Expense Actuals YTD*	Percent Funds Remaining	Unique Veteran Participants				
NAME								Q1	Q2	Q3	Q4	YTD
	Deliverable 1.							0	0	0	0	0
	Deliverable 2.											
	Deliverable 3.											
	Deliverable 4.											



Instructions:

Please complete the purple reporting areas.

YTD Deliverables Percent Complete - Update percent complete (YTD progress, cannot exceed 100%). For equipment deliverables (purchases), divide the amount spend on equipment by the total equipment budget. Enter the percentage of the equipment budget spent.

Deliverable Progress YTD Facts and Specifics - For each deliverable, list the activities/events that support the progress of the deliverable and the program. Include only facts and specifics, for example include the activity/event description and the date it occurred. For equipment deliverables (purchases), list the type of equipment purchased and the amount. For single piece of equipment purchases \$5,000 and over, complete the table in Tab 3 - Equipment Purchases.

Expense Actuals YTD - Update total award expenditures (YTD cumulative expenses, cannot exceed 100%). Enter the total cumulative amount of the budget spent.

Percent Funds Remaining - Update the total funds remaining divided by the Grant Amount. Enter the percentage of the budget funds remaining.

Unique Veteran participant - count each disabled Veteran or service member that participated in one or more award activities during the quarter.

For equipment deliverables (purchases), divide the amount spend on equipment by the total equipment budget. Enter the percentage of the equipment budget spent.

Award Expenditures									
YTD October 1, 2016 - Sept. 30, 2016									
	Operations	Equipment	Travel	Supplies	Administrative	Personnel (Operational)	Personnel (Administrative)	Other	Totals
NAME									
Budget:								\$0	
<i>Q1 Expenses (Oct. 1 - Dec. 31)</i>									
Amount Remaining									
Comments									
<i>Q2 Expenses (Jan. 1 - Mar. 31)</i>									
Amount Remaining		-							
Comments									
<i>Q3 Expenses (April 1 - June 30)</i>									
Amount Remaining		-							
Comments									
<i>Q4 Expenses (July 1 - Sept 30)</i>									
Amount Remaining		-							
Comments									

Instructions:

Update the amount spent in each category for the respective quarter. If you have deviations please explain in the comment section.

Should be completed by appropriate Finance/Accounting personnel. Needs to tie back to the Accounting System (General Ledger).

ONLY include amounts spent against this award. DO NOT report expenditures that are funded by other sources.

For further information regarding below categories and allowable costs, please reference appropriate OMB and VA guidance, including 2 CFR 200 and 38 CFR 77.

Operations - Expenditures associated with implementing this grant program such as coaching fees, lift tickets and facility fees.

Equipment - Sport equipment purchased to meet program objectives. To be categorized as equipment must have a useful life of more than one year and a unit price equal to or greater than \$5,000. Equipment expenditures must have prior approval or be identified in your Grant Agreement. Record further detail on tab 3. Equipment Purchases. Further detail requested on tab 3.

Travel - Expenses for transportation, lodging, subsistence, and related items incurred to meet program objectives. Costs must be consistent with those allowed in 2 CFR 200.474 Travel Costs guidance that includes consideration of GSA lodging and subsistence rates for designated locations (<http://www.gsa.gov/portal/category/100120>) and if applicable, established organizational policies.

Supplies - Consumable items in direct support of carrying out the award or equipment purchases with a per-unit value less than \$5,000.

Administrative (non-Personnel) - Sum of Administrative and Indirect Costs that do not include Personnel (Administrative). When combined with Personnel (Administrative) costs, may not exceed 5.0% of the total award. Costs must be clearly identified and associated with the implementation and tracking of the award.

Personnel (Operational) - Includes both Personnel and Fringe Benefit expenses that should be based on documented payrolls approved by a responsible official(s) of the organization. Reports need to reflect the distribution of activity for those whose compensation is charged, in whole or in part, directly to this award. Operational activities are identified as "time spent by such employee directly providing coaching or training for participants" per 38 CFR 77.14(c)(2). The reports must reflect an after-the-fact determination of the actual activity worked on the program. Reports must account for the total activity for which employees are compensated.

Personnel (Administrative) - Includes both Personnel and Fringe Benefits expenses that should be based on documented payrolls approved by a responsible official(s) of the organization. Reports need to reflect the distribution of activity for those whose compensation is charged, in whole or in part, directly to this award. Administrative activities are identified as all personnel activities that are not "time spent by such employee directly providing coaching or training for participants" per 38 CFR 77.14(c)(2). The reports must reflect an after-the-fact determination of the actual activity worked on the program. Reports must account for the total activity for which employees are compensated.

Other - Other allowable costs identified in execution of the grant program deliverables.

Instructions:

Activity Type - A session, event, clinic, camp, competition, practice, training made available and at least one Veteran with a disability participated. For example, your organization offered quad rugby practices once per week over a 12-week period with a three-day tournament at the end of the season. The number of opportunities is 13 - one practice per week for 12 weeks (12) and one two-day competition (1). Count the two-day competition as one opportunity.

Activity Location(s): list the location(s) of the activity in which at least one Veteran with a disability participated.

Time Spent in Direct Interaction: Identify the number of hours spent providing the activity in which at least one Veteran with a disability participated.

Opportunities - List the number of opportunities for each activity offered over this reporting period. Multi-day events/activities, such as a weeklong camp or a two-day competition, are counted as one opportunity.

1st Quarter

NAME			
Activity/Event Details			
October 1, 2015 - December 31, 2015			
Activity Type	Activity Location(s)	Hours Spent in Direct Personal Interaction w. Veterans	Opportunities (Number Held)
Practice/Training			
Camps			
Clinic			
Competitions			
Opportunities Held this Quarter			0

2nd Quarter

Activity/Event Details			
January 1, 2016 - March 31, 2016			
Activity Type	Activity Location(s)	Hours Spent in Direct Personal Interaction w. Veterans	Opportunities (Number Held)
Practice/Training			
Camps			
Clinic			
Competitions			
Opportunities Held this Quarter			0

3rd Quarter

Activity/Event Details			
April 1, 2016 - June 30, 2016			
Activity Type	Activity Location(s)	Hours Spent in Direct Personal Interaction w. Veterans	Opportunities (Number Held)
Practice/Training			
Camps			
Clinic			
Competitions			
Opportunities Held this Quarter			0

4th Quarter

Activity/Event Details			
July 1, 2016 - September 30, 2016			
Activity Type	Activity Location(s)	Hours Spent in Direct Personal Interaction w. Veterans	Opportunities (Number Held)
Practice/Training			
Camps			
Clinic			
Competitions			
Opportunities Held this Quarter			0

Instructions: Identify outreach activities and success stories within a particular quarter. Add rows as necessary to account for additional outreach activities and success stories that may have occurred during a given quarter.

Outreach Activity - An account of how outreach activities were conducted to affect awareness and effectiveness of grant- and non-grant-funded adaptive sports activities for disabled Veterans and disabled members of the Armed Forces.

Success Story - An anecdotal account of how grant funds impacted any aspect of a Veteran with disabilities or member of the Armed Forces' life by demonstrating their strength to overcome their respective disability and reintegration into the community through participating in adaptive athletic activities.

Q1 Outreach Activities & Success Stories

NAME

October 1, 2015 - December 31, 2015

#1: Who or what was involved? What happened? What were the results? If a success story, why?

#2: Who or what was involved? What happened? What were the results? If a success story, why?

#3: Who or what was involved? What happened? What were the results? If a success story, why?

Q2 Outreach Activities & Success Stories

NAME

January 1, 2016 - March 31, 2016

#1: Who or what was involved? What happened? What were the results? If a success story, why?

#2: Who or what was involved? What happened? What were the results? If a success story, why?

#3: Who or what was involved? What happened? What were the results? If a success story, why?

Q3 Outreach Activities & Success Stories

NAME

April 1, 2016 - June 30, 2016

#1: Who or what was involved? What happened? What were the results? If a success story, why?

#2: Who or what was involved? What happened? What were the results? If a success story, why?

#3: Who or what was involved? What happened? What were the results? If a success story, why?

Q4 Outreach Activities & Success Stories

NAME

July 1, 2016 - September 30, 2016

#1: Who or what was involved? What happened? What were the results? If a success story, why?

#2: Who or what was involved? What happened? What were the results? If a success story, why?

#3: Who or what was involved? What happened? What were the results? If a success story, why?

Instructions:

Challenge/Issue: Share any challenges or issues you have faced throughout the grant cycle. Explain what the challenge or issue was, how you were impacted, and how we could/can help. Add rows as necessary to account for additional challenges that may have occurred during a given quarter.

Q1 Challenges/Issues	
NAME	
October 1, 2015 - December 31, 2015	
Challenge/Issue #1:	
Challenge/Issue #2:	

Q3 Challenges/Issues	
NAME	
April 1, 2016 - June 30, 2016	
Challenge/Issue #1:	
Challenge/Issue #2:	

Q2 Challenges/Issues

NAME

January 1, 2016 - March 31, 2016

Challenge/Issue #1:

Challenge/Issue #2:

Q4 Challenges/Issues

NAME

July 1, 2016 - September 30, 2016

Challenge/Issue #1:

Challenge/Issue #2: