

Quarterly Report Template

Section 1. Instructions

The quarterly report tracks the operational progress of the EnVision Center site. It describes the activities of the site and progress towards the site’s goals. This information is designed to assist HUD in targeting resources and improving the EnVision initiative.

Please complete all the fields below.

Section 2. Site Information

EnVision Center:
 o Name of executive: _____
 o Title of executive: _____
 o Name of site: _____
 o Address: _____

Section 3. Quarterly Reporting

Quarter: _____
 Year: _____
 Number of days the site was operational and open to the public: _____
 Average hours per week the site was open: _____
 Number of total visits to the site: _____
 Number of unique individuals served: _____

Briefly describe milestones and accomplishments that advanced the goals identified in the site’s action plan. (Limit 100 words)

Briefly describe major challenges to the goals identified in the site’s action plan. (Limit 100 words)

Briefly describe plans and priorities for the next quarter. (Limit 100 words)

Identify any new partnerships/services added to the site in the last quarter. For each, list the partner organization’s name, the type of organization, the pillar to which it is aligned, and the number of people who received the service.

| Service | Service Provider | Type of Service Provider | Pillar Alignment | Number of People Served |
|---------|------------------|--------------------------|------------------|-------------------------|
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Identify any partnerships that dissolved or services that ceased being provided at the site in the last quarter.
