American Rescue Plan Emergency Language Grants
Progress Report Instructions

1. **Objectives**
   Your project Objectives will pre-populate in this section when using the form. This has been entered by your ANA Staff and you should not enter anything here.
   - Describe how each activity was accomplished with outputs, if applicable. Describe your progress towards fulfilling each of the project's objectives and activities accomplished during the current reporting period. Grantees should report on activities with the descriptions that are as follows: Specific and include numbers, i.e. of participants or meetings, etc., and dates when possible.
   - Quantitative and qualitative data is useful to help ANA understand your project's progress.
     - Quantitative: Use numbers such as how many individuals attended a meeting, what percent of a survey reported positive feedback, for example
     - Qualitative Tips: Describe who completed what, when, where, why, and how for all activity descriptions.

2. **Project Staff and Support**
   - Describe who worked on the project and their roles. Indicate whether they are project staff, volunteers or partners.
   - List any third parties and details.

3. **Challenges** are any issues or events which have negatively impacted the implementation of your project. Challenges occur for nearly every project and can be overcome through careful planning and monitoring. In some cases, technical assistance can be provided to assist grantees in overcoming challenges. Note: Reporting on challenges does not in any way reflect negatively on grantees, as all projects encounter difficulties. ANA encourages and appreciates detailed feedback on the challenges that grantees experience and how grantees approach such challenges.
   - Describe:
     a. any challenges
     b. were they resolved or overcome and,
     c. if you need any Training or Technical Assistance support from ANA.