

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 DVSG Funds during the period covered by this report.

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	

6. List the numbers served with DVSG Funds during the period covered by this report.

Number of Youths*	Number of Single Individuals	Families with Children	Number Families without Children

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

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/NDHG funds during the period covered by this report.

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/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. List number served by DVSG. Number should equal #5.