Select the Grant Program Year (Docket #) associated with your grant award and report/request:

[ ]  2018 (Docket #: 9709-FG-2018) [ ]  2020 (Docket #: 9709-FG-2020) [ ]  2021 (Docket #: 9709-FG-2021)

[ ]  Quarterly Progress Report [ ]  Final Report & Reimbursement [ ]  Time Extension Request or
 Request Budget/Scope Amendment
 --- OR ---

[ ]  2022 (Docket #: 9709-FG-2022) [ ]  Quarterly Progress Report Only [ ]  Quarterly Progress Report &
 Reimbursement Request
[ ]  Final Report & Reimbursement [ ]  Time Extension Request or
 Request Budget/Scope Amendment

Please see the [Progress Report Guidance](https://psc.wi.gov/Documents/OEI/EIGP/EIGPReportingGuidance_April2023.pdf) for more information and to select metrics for #11.

1. Grant Recipient:
2. Grant Recipient Primary Contact/Report Contact:
3. Grant Performance Period:
4. Reporting Period:
5. Percent of work complete. Completion date if known.

**Percent completed (%):**

**Date: (MM/DD/YYYY)**

1. Summary of work completed to date and status of each of the deliverables described in the Scope of Work (Agreement Attachment A).

**Summary**:

**Status of Deliverables**:

1. Project planned and unexpected costs.
2. Copies of materials produced and press related to the project (please attach)
3. Lessons learned and continuous improvement efforts.
4. Equipment purchased to date:

[ ]  Detailed on attached Property and Equipment Inventory Spreadsheet [ ]  N/A

1. Metrics (copy and paste as needed)

**Project Activity:**

**Metric (description):**

**Amount completed:**

*Note: Do not upload personally identifiable information (Social Security Numbers, etc.) or sensitive financial data to the Electronic Records Filing (ERF) system.*

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| **Progress Report Attachments and Acknowledgements** |
| [ ]  Budget Tracking Spreadsheet (please attach for Progress Report)[ ]  Property and Equipment Inventory Spreadsheet [ ]  Davis Bacon Certified Payroll Sheets from the project period/quarter [(Confidential Filing Link)](https://apps.psc.wi.gov/ERF/ERFupload/upload/confident.aspx)[ ]  Check here to indicate that you are ready to schedule a site visit.  |

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| **Progress Report Attachments, Acknowledgements and Reimbursement Request** |
| [ ]  Budget Tracking Spreadsheet (please attach for Progress Report)[ ]  Property and Equipment Inventory Spreadsheet [ ]  Davis Bacon Certified Payroll Sheets from the project period/quarter [(Confidential Filing Link)](https://apps.psc.wi.gov/ERF/ERFupload/upload/confident.aspx)[ ]  Check here to indicate that you are ready to schedule a site visit.  |

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| **Final Report & Request for Reimbursement** |
| [ ]  Budget Tracking Spreadsheet with all supporting documentation as outlined in Article 26 of the Grant Agreement Terms and Conditions [ ]  Davis Bacon Certified Payroll Sheets from the duration of the project [(Confidential Filing Link)](https://apps.psc.wi.gov/ERF/ERFupload/upload/confident.aspx)[ ]  Buy American Documentation [ ]  Property and Equipment Inventory Spreadsheet [ ]  Site Visit Completed on: (date) |

|  |  |  |
| --- | --- | --- |
| **Signature** |  | **Date** |