**Attachment E**

**MassHire Shelter Work Report Narrative Template**

**Local Area: Date:**

**A progress report is required by the midpoint of each local area’s proposal, with a final report due 30 days from the period of performance end date.**

Please send to Lisa Caissie and John Rhatigan.

Please provide:

1. A summary of activities that align to the Statement of Work.
2. Effective practices and strategies for serving shelter residents.
3. Strategic partnerships or collaborative efforts developed to provide service and support shelter residents.
4. Key issues or challenges encountered and how they were resolved.
5. Success stories, accomplishments, significant activities and outcomes.
6. Additional information (If applicable).