

**Executive Office of Public Safety and Security
Office of Grants and Research
FFY23 Nonprofit Security Grant Program
Quarterly Progress Report**

A quarterly progress report must be submitted with the quarterly financial report no later than fifteen days after the end of each quarter in accordance with the contract special conditions for your grant. Reimbursement requests will not be processed if the grantee fails to submit required reports on time. This report serves as a narrative of project progress over the preceding three months. **Quarterly reports are required even if no spending occurred.**

Instructions: Below please input the contact information and identify the quarter in question and add the year where indicated. Next, please provide responses in the text boxes below to each of the five concerns listed. After completing the report please sign and date the report where indicated (on the following page). Submit the report to your OGR Grant Manager (see below).

Date:	Nonprofit Organization:	
Grantee Contract Manager Name:		Telephone:
Street address:		Fax:
City/Town:	Zip:	Email:

Check one:

Add year:

Quarter	From: October – December _____	Due: January 15 th
Quarter	From: January – March _____	Due: April 15 th
Quarter	From: April – June _____	Due: July 15 th
Quarter	From: July – September _____	Due: October 15 th

Programmatic Progress

1. Describe the organization's progress in completing the project:

- 2. Explain any delays the organization is experiencing and the steps that will be taken to address them:**

- 3. Identify where the organization is to date with spending and identify whether the organization has submitted proper invoices for reimbursement of procured items/services:**

- 4. Identify any areas of concern not previously mentioned:**

5. Outline the planned activities for the next reporting period:

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Contract Manager Signature

Date

Please submit this progress report and the quarterly financial report to:

**NSGP Program Coordinator
Brian Nichols**