

VDH REPORTING TEMPLATE FOR VERMONT YOU FIRST GRANTEES

Submit this report via email as a Word document attachment to **your VDH grant manager**

Grantee Name:	Report Submitted By <i>(name and email address):</i>
Grant Agreement Number:	Date Report Submitted:
Grantee Address:	Amount due:

Reporting Period (Please check one)

- 07/01/2019 – 09/30/2019 (due 10/30/2019)
 10/01/2019 – 12/31/2019 (due 01/30/2020)
 01/01/2020 – 03/31/2020 (due 04/30/2020)
 04/01/2020 – 06/30/2020 (due 07/30/2020)

Instructions: Please fill in requested deliverable items by checking the appropriate response box or written response in each text box under the deliverable task. Grantees are required to fill provide a response for each deliverable.

A. GRANT ACTIVITIES

Deliverable				
Deliverable 1: LGBTQ Outreach Report				
The grantee will submit an LGBTQ Outreach Report at the end of each work period that lists the time, date and location of each informational meeting, and the total number of attendees at each meeting.				
Meeting Number	Date	Time	Location	Number of attendees
Deliverable 2: LGBTQ Community Health Needs Assessment				
The Grantee will submit a written report to the State that outlines the results of the Community Health Needs Assessment in a de-identified format by the end of Quarter 3.				
<input type="checkbox"/> Completed and attached (work period 3) <input type="checkbox"/> Not applicable (work periods 1,2,4)				
Deliverable 3: LGBTQ Cancer Screening Education Materials Approval				
The Grantee will submit copies of all educational materials to the State for approval prior to community distribution. Should the grantee create or update materials, a copy of the new or updated materials will be submitted in the quarterly report.				
<input type="checkbox"/> Not applicable				
Item	New or refined?	Approved?	Number printed	Attached?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Deliverable 4: Provider Training Report

The Grantee will submit a Provider Training Report to the State that describes the date, time, location and agenda for each training. The report should also include copies of all materials distributed during the training, as well as the total number of attendees at each meeting. Each report should be submitted at the end of the work period in which each training was held.

Meeting Number	Date	Time	Location	Number of attendees	Agenda attached?	Materials attached?
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Deliverable 5A: Peer Support System Implementation Plan

By the end of work period 1, the Grantee will submit a written report to the State that outlines the protocol for the Peer Buddy System Pilot Program. This report should include background information including any information they find about similar programs that have been conducted around the United States and training of peer buddies. The protocol will need to be approved by both the Grantee and the State before proceeding with implementation.

- Report attached
- Not applicable (work periods 2-4)

Deliverable 5B: Peer Support System Implementation Plan

If the protocol is approved, the grantee will submit a Peer Buddy System Progress Report at the end of each work periods 2-4 that includes a narrative of program activities, accomplishments, challenges, and barriers as well as the number of breast and cervical cancer screening related appointments supported by a peer buddy.

- Not applicable

Activities:
Accomplishments:
Challenges and barriers:
Number of appointments:

Deliverable 6A: WISEWOMAN Materials

At the end of work period one, the Grantee will submit copies of all educational materials to the State for approval prior to community distribution. Should the grantee create or update materials, a copy of the new or updated materials will be submitted in the quarterly report.

- Not applicable (work periods 2-4)

Item	New or refined?	Approved?	Number printed	Attached?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Deliverable 6B: WISEWOMAN Activities

At the end of work periods two-four, the Grantee will provide a narrative report detailing activities that have occurred to educate providers and community members about the heart health component of You First. The grantee will report the number of You First members that they referred to a healthy behavior support option

Not applicable (work period 1)

Activity	Date	Location	Target Audience

Number of members referred:

Deliverable 7: Quarterly Financial Reports-The Grantee will submit a Financial Report to the State within thirty (30) days of the close of each work period using the format included in Appendix 1-FINANCIAL REPORT TEMPLATE.

Please attach any documents to this report (i.e. Health System Interventions Plan, Quarterly Screening Data Report, etc.)

B. KEY ISSUES AND TECHNICAL ASSISTANCE NEEDS

Highlight specific challenges and needs facing your grant and any action taken For outstanding challenges and needs from previous quarters, re-list the issues and recommendations, and add actions taken, etc.

Challenges/Needs

C. ADDITIONAL INFORMATION

Discuss any other information relevant to your grant

Click or tap here to enter text.

Reports are due at the end of each work period. Please see Attachment B of the Grant Agreement for the timetable of reporting on a project's progress. If a progress report will be submitted late, please contact the State and provide an anticipated delivery date. If the project has a scheduled payment, the payment will be held until the progress report has been received and approved.