



## Annual Performance Report

*Document is a fillable form, therefore it must be typed*

ORGANIZATION NAME:			
PROGRAM/PROJECT NAME			
DATE:			
GRANT TYPE:		PROGRAM YEAR:	
CONTACT PERSON:		PHONE NUMBER:	
TITLE:		EMAIL ADDRESS:	

Please complete the section below - refer to your grant agreement (scope of service). The "Projected Units of Service" Column should match the information provided by your organization in your grant agreement. The "Actual Units of Service Provided" Column should indicate the number of units served by your agency by the close of the program year.

Projected Units of Service Provided	Actual Units of Service Provided	Description
		One unit of service is equal to :

<b>Please provide a brief narrative explaining all successes:</b>
<b>Please provide a brief narrative explaining all shortfalls/challenges:</b>

**If by the end of the program year your organization did not achieve the projected outcomes stated in your application, please provide a full explanation of the barriers that prevented your organization from achieving your stated goals:**

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**If you are reporting lower numbers than originally projected, please detail below the steps that will be taken by the end of the program year to prevent the same shortfalls:**

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*If more space is needed please continue on another page*

**PREPARED BY:**

PRINT NAME:	
TITLE:	
SIGNATURE:	
DATE	

**AUTHORIZED BY:**

PRINT NAME:	
TITLE:	
SIGNATURE:	
DATE:	

Community Development Department Use ONLY:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_