PSAP GRANT PROGRAM
ANNUAL PROGRESS REPORT

PSAP Name (or Host PSAP):	**GRANT ID:**
Project Name:	**Fiscal Year Awarded:**
Original Amount Awarded:	**Amount Requested to Date:**

PROJECT GOALS AND OBJECTIVES - Please describe the progress made towards the goals and objectives identified in the grant application.

NOTE: *Annual Progress Reports (APRs) are due by July 31st of each grant year.

IMPLEMENTATION PLAN STATUS
SHARED SERVICES & INDIVIDUAL PSAP APPLICATIONS

For each applicable phase of the project, please provide reason(s) for slippage, and any other relevant information to support the extension request, in the comments section.

PROJECT PHASE	ANTICIPATED COMPLETION DATE
INITIATION – Project concept is documented, local board or governing authority approval or endorsement is received, PSAP grant application is filed, local budgets are obtained, appropriated grant funds are approved, and budgetary estimates are obtained. COMMENTS:	**MM/DD/YY**
DESIGN/PLANNING - Requirements are documented, components to be purchased are identified, and general design is documented. COMMENTS:	**MM/DD/YY**
ACQUISITION - RFP (or other bid related processes) are drafted, proposals are evaluated, contract is signed, purchase orders are issued, and quotes are obtained. COMMENTS:	**MM/DD/YY**

IMPLEMENTATION - Purchased components are delivered and installed and training is performed. COMMENTS:	**MM/DD/YY**
TESTING/COMPLETION - Performance of system/solution is validated and system/solution goes "live" COMMENTS:	**MM/DD/YY**
PROJECT/GRANT CLOSED - Project or grant has been closed by submittal of all invoices or other payment documentation supporting the amount drawn down AND a Grant Closure Report has been submitted. COMMENTS:	**MM/DD/YY**
DECLINED GRANT AWARD - PSAP is unable to utilize grant award. COMMENTS:	**MM/DD/YY**

REPORT SUBMITTED BY:	
Name/Signature:	**Title:**
Contact #:	**Date:**