

# SAMPLE TEMPLATE

[Agency] [Priority Area] [Cooperative Agreement Number] 6-Month Progress Report

Repeat the 6-Month Progress Report template for each set of goals and for each Priority area for which you receive funding.

**5 Year Goal 1:**

Objective (number):

<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met	<input type="checkbox"/> Modified	<input type="checkbox"/> Unfunded
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Brief description of activities accomplished to date:

Objective (number):

<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met	<input type="checkbox"/> Modified	<input type="checkbox"/> Unfunded
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Brief description of activities accomplished to date:

Objective (number):

<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met	<input type="checkbox"/> Modified	<input type="checkbox"/> Unfunded
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Brief description of activities accomplished to date:

**5 Year Goal 2:**

Objective (number):

<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met	<input type="checkbox"/> Modified	<input type="checkbox"/> Unfunded
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Brief description of activities accomplished to date:

Objective (number):				
<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met	<input type="checkbox"/> Modified	<input type="checkbox"/> Unfunded
Brief description of activities accomplished to date:				

Objective (number):				
<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met	<input type="checkbox"/> Modified	<input type="checkbox"/> Unfunded
Brief description of activities accomplished to date:				

**Overall Summary (include only one time for the full report)**

- Major Successes
  
- Major Obstacles and Solutions
  
- Major Programmatic Changes
  
- Success Story (optional/attached)