**Appendix B**

**STATE OF MAINE**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**Health Equity Infrastructure & Capacity Building  
Grant Funding Opportunity**

**for Community Based Organizations**

**Quarterly Progress Report Template**

# Purpose

To collect information on project progress as it relates to the CBO or Collaborative’s Capacity Building Plan for the Health Equity Infrastructure and TA project.

## Instructions

Report on each of the following prompts by entering responses in the fields below. If project is being operated as a Collaborative, please collect updates from each collaborative CBO.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reporting Period:** | 9/1 – 12/31/22 | 1/1 – 3/31/23 | | 4/1 – 6/30/23 |
| 7/1 – 9/30/23 | 10/1 – 12/31/23 | | 1/1 – 3/31/24 |
| 4/1 – 5/31/24 |  | |  |
| **Indicate Project Type** (check one) | Individual CBO | | Collaborative | |
| **Name of Organization (Lead)** |  | | | |
| **Agreement Number** |  | | | |
| **Vendor Code** |  | | | |
| **If Collaborative, list all collaborative CBOs contributing information to this report:** | | | | |
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| --- |
| Updates / Changes to Intended Capacity Building Impact  *Review response from proposal (blue field) and report on any changes identified to intended impact for growth and improvement through this project (white field)* |
| *Applicant response from RFA for ‘*Intended Capacity Building Impact’*:* |
|  |
| Changes to ‘Intended Capacity Building Impact’: |
|  |

|  |
| --- |
| Updates to Overall Accomplishments  *Report overall accomplishments in the last quarter, regardless of if those were funded by DHHS or not* |
| *Insert the organization’s overall accomplishments achieved in the last quarter* |

## Capacity Plan Outcomes

|  | **Previous Quarter Outcomes** | **Current Quarter Outcomes** |
| --- | --- | --- |
| **Overall Progress:** |  | *Describe overall progress toward the Major Objective* |
| **Successes:** |  | *Describe all successes in the last quarter toward the Major Objective* |
| **Challenges:** |  | *Describe all challenges in the last quarter toward the Major Objective* |
| **Step to overcome Challenges:** |  | *Describe step(s) that have been or will be taken to overcome challenges* |

## Capacity Plan Task Progress

| **Capacity Plan Task 1** | |
| --- | --- |
| **Major Objective:** *Insert main objective from Capacity Plan Task 1* | **Intended Outcome:** *Insert intended outcome(s) identified for capacity plan task* |
| **Subtasks** | **Progress** |
| Subtask 1: *Insert subtask from Capacity Plan Task 1* | *Report progress toward achieving subtask 1 for Capacity Plan Task 1* |
| Subtask 2: *Insert subtask from Capacity Plan Task 1* | *Report progress toward achieving subtask 2 for Capacity Plan Task 1* |
| Subtask 3: *Insert subtask from Capacity Plan Task 1* | *Report progress toward achieving subtask 3 for Capacity Plan Task 1* |

| **Capacity Plan Task 2** | |
| --- | --- |
| **Major Objective:** *Insert main objective from Capacity Plan Task 2* | **Intended Outcome:** *Insert intended outcome(s) identified for capacity plan task* |
| **Subtasks** | **Progress** |
| Subtask 1: *Insert subtask from Capacity Plan Task 2* | *Report progress toward achieving subtask 1 for Capacity Plan Task 2* |
| Subtask 2: *Insert subtask from Capacity Plan Task 2* | *Report progress toward achieving subtask 2 for Capacity Plan Task 2* |
| Subtask 3: *Insert subtask from Capacity Plan Task 2* | *Report progress toward achieving subtask 3 for Capacity Plan Task 2* |

| **Capacity Plan Task 3** | |
| --- | --- |
| **Major Objective:** *Insert main objective from Capacity Plan Task 3* | **Intended Outcome:** *Insert intended outcome(s) identified for capacity plan task* |
| **Subtasks** | **Progress** |
| Subtask 1: *Insert subtask from Capacity Plan Task 3* | *Report progress toward achieving subtask 1 for Capacity Plan Task 3* |
| Subtask 2: *Insert subtask from Capacity Plan Task 3* | *Report progress toward achieving subtask 2 for Capacity Plan Task 3* |
| Subtask 3: *Insert subtask from Capacity Plan Task 3* | *Report progress toward achieving subtask 3 for Capacity Plan Task 3* |