

**DEPARTMENT OF CRIMINAL JUSTICE SERVICES
HOMELAND SECURITY GRANT PROGRAM
LAW ENFORCEMENT TERRORISM PREVENTION PROGRAM
PROGRESS REPORTS**

INSTRUCTIONS FOR COMPLETING GRANT PROGRAM PROGRESS REPORT

It is expected that reports will include data appropriate to this stage of project development and in sufficient detail to provide a clear idea and summary of work and accomplishments to date. The following should be observed in preparation and submission of progress reports:

Submission Subgrantees shall submit a Progress Report to the address listed below:

**Department of Criminal Justice Services
10th floor, Attn: Shelia Anderson
202 North Ninth, St.,
Richmond, VA 23219**

Fax: (804) 692-0948

- a. **Form and Execution.** Subgrantees should use the attached form as a face sheet.

- b. **Reporting Requirements.** The reporting requirements noted in this section are designed to provide the grantor agency with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring of the grant.

