**Home and Community-Based Services Grant Opportunity:**

**Interim Narrative Report & Sustainability Plan**

As we approach the halfway point of the HCBS Grant Opportunity, the Interim Narrative Report & Sustainability Plan is designed to collect information about your progress to date and provide insight into future planning. If your organization received multiple awards in different funding tracks, **please complete one Interim Narrative Report & Sustainability Plan per award.**

Please submit this Interim Narrative Report & SustainabilityPlan to [AHS.HCBSGrants@vermont.gov](mailto:AHS.HCBSGrants@vermont.gov)by **July 15, 2024**, using the subject line “Organization Name – Grant Number – Interim Report.”

# Organization Information:

**Organization Name**: Click or tap here to enter text.

**Grant Number**: Click or tap here to enter text.

**Grant Track**: Click or tap here to enter text.

**Name of Person Completing Report**: Click or tap here to enter text.

# Part 1: Interim Narrative Report

1. **Please provide a narrative update about your progress on your grant award through June 30, 2024.** What milestones have you achieved? If any anticipated milestones were not achieved, what was the reason?

Click or tap here to enter text.

1. **What does the data you submitted in your Performance and Outcome Measure Report tell you about your organization's progress on your grant?** See examples in Appendix A.

Click or tap here to enter text.

1. **What has been the most significant benefit your organization and/or community has gained from this grant so far?**

Click or tap here to enter text.

1. **What has been the biggest obstacle your organization has encountered with regards to implementation of your grant project?**

Click or tap here to enter text.

1. **Optional: Additional reflections, comments, or questions.**

Click or tap here to enter text.

# Part 2: Sustainability Plan

A Sustainability Plan is a roadmap that outlines how you will continue to implement or maintain your project after the grant funding ends. As noted in Attachment A, Section IV of your grant agreement, awardees that utilize grant funds for activities that create ongoing budget needs after the grant ends must develop and submit a Sustainability Plan. There are [many factors](https://www.mass.gov/doc/sustaining-grant-funded-initiatives-guide/download) you may want to consider as you develop your project Sustainability Plan, including funding, staffing, and leadership buy-in.

All awardees should complete Question 6. If you identify any ongoing budget needs in Question 6, please complete Question 7 to fulfil your Sustainability Plan requirement.

1. **Does your grant fund one-time expenses or will there be any ongoing budget needs beyond the grant award period (i.e., after 12/31/24)?**

Click or tap here to enter text.

1. **If applicable, what is your plan to sustain these activities after 12/31/24?**

Click or tap here to enter text.

**Please sign below:**

|  |  |  |  |
| --- | --- | --- | --- |
| Authorized Representative Name |  | | |
| Authorized Representative Title |  | | |
| Authorized Representative Signature |  | Date |  |

**Appendix A**

**Example responses for** **Question 2: What does the data you submitted in your Performance and Outcome Measure Report tell you about your organization's progress on your grant?**

* Example 1: We enrolled 30 new staff members in our training program by 6/1/24, putting us on track to meet our goal to train 60 new staff by the end of the year. So far, all new staff have passed the credentialing exam, exceeding our goal of an 80% pass rate. This uptake tells us that staff are interested in participating in professional development opportunities and are committed to building their skills to better serve our clients. Training is an important tool for our organization to expand our workforce and support employee growth and retention. Our 90-day retention rate for new employees is currently at our goal of 80%, but only a third of our new employees have met the 90-day mark so we will continue to monitor this over time.
* Example 2: Our enrollment numbers have been increasing over the last couple of months, but they are lower than expected. This is due to a number of factors. First, hiring delays for our Project Coordinator meant that participant enrollment was delayed. Second, we need to increase awareness about our program to increase the number of referrals we receive. To help us reach our goal of enrolling 25 participants, we have been conducting additional outreach to our partners to make sure they know about our services and developed flyers describing the program. Encouragingly, early participant survey data indicates that this program is having a positive impact, with over 80% of participants saying that our program has improved their quality of life. We have also been meeting our target to conduct post-discharge follow-up within 30 days of hospitalization.
* Example 3: We met the majority of our process milestone timelines for our renovation project, which indicates that we are on track to complete the project on time. It shows that we have been able to build strong working relationships with our contractors, and it is a testament to our staff who have needed to modify workflows to accommodate changes to our building. In February, we conducted a staff survey to collect feedback about our building’s HVAC system and how this impacts staff work environment and clients’ comfort. This provides valuable baseline data to inform how we approached the renovation and underscores the need for these improvements to enhance service delivery. It will also be a useful comparison point once we have installed the new HVAC system.