

**Diamond Square Community Redevelopment Agency  
Diamond Square Initiative Grant Project  
Monthly Progress Report Form**

**Grant Program Title:** Diamond Square Initiative Project

**Grantee Organization:** Alliance for Neighborhood Restoration

**Grant Period:** October 1, 2024 – September 30, 2025

**Date of Report:**

**Prepared by:**

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### **1. Introduction**

This report outlines the tasks and deliverables identified in the work plan for the Diamond Square Initiative Project. The purpose of this report is to provide a comprehensive overview of the progress made, ensure accountability, and highlight any adjustments or deviations from the original plan.

### **2. Objectives of the Grant Program**

- **Objective 1:** Development of Community Policing Initiatives
- **Objective 2:** Workforce Readiness Training
- **Objective 3:** Mentoring and Youth Leadership Development

### **3. Tasks and Deliverables**

#### **3.1 Task 1: After School Program**

**Description:**

- [Detailed description of Task 1]

**Deliverables:**

1. **Deliverable 1.1:** [Description of Deliverable 1.1, e.g., completion of a report, development of a tool]
2. **Deliverable 1.2:** [Description of Deliverable 1.2]

**Status:**

- [Current status of Task 1, e.g., Completed, In Progress, Not Started]
- **Details:** [Brief explanation of progress, challenges, and next steps]

**Responsible Parties:**

- [Name/Title of individual or team responsible]
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**3.2 Task 2: Diamond Square Community Career Readiness Program**

**Description:**

- [Detailed description of Task 2]

**Deliverables:**

1. **Deliverable 2.1:** [Description of Deliverable 2.1]
2. **Deliverable 2.2:** [Description of Deliverable 2.2]

**Status:**

- [Current status of Task 2]
- **Details:** [Brief explanation of progress, challenges, and next steps]

**Responsible Parties:**

- [Name/Title of individual or team responsible]
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**3.3 Task 3: Youth Employment Training Program (Phases 1-3)**

**Description:**

- [Detailed description of Task 3]

**Deliverables:**

1. **Deliverable 3.1:** [Description of Deliverable 3.1]
2. **Deliverable 3.2:** [Description of Deliverable 3.2]

**Status:**

- [Current status of Task 3]
- **Details:** [Brief explanation of progress, challenges, and next steps]

**Responsible Parties:**

- [Name/Title of individual or team responsible]

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**Contact Information:**

- [Your Name/Title]
  - [Phone Number]
  - [Email Address]
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**Attachments:**

1. [List any attachments, e.g., attendance reports, agendas, curriculum]

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**Expenditure Report Form – Reimbursement Request**

**Diamond Square Initiative Project**

**FY2025 (October 1, 2024 – September 30, 2025)**

**Date of Report:** (Due by the 10<sup>th</sup> of each month)

**1. Introduction**

This expenditure report provides an update on the status of the Diamond Square Initiative Project, detailing the staff involved, hours worked, funds expended, and the percentage of project completion.

**2. Staff Working**

<b>Staff Member</b>	<b>Role/Title</b>	<b>Hours Worked</b>	<b>Total Cost</b>
[Name 1]	[Role 1]	[Number]	[Cost]
[Name 2]	[Role 2]	[Number]	[Cost]
[Name 3]	[Role 3]	[Number]	[Cost]
<b>Total</b>		<b>[Total Hours]</b>	<b>[Total Cost]</b>

**3. Funds Expended Monthly**

<b>Expense Category</b>	<b>Actual Expenditure</b>
Personnel Costs	[Actual Amount]
Materials	[Actual Amount]
Other	[Actual Amount]
<b>Total</b>	<b>[Total Actual]</b>

**4. Budget Overview**

**Allocated Budget:** \$35,000.00

**Amount of Request:** [Request for month]

**Expenditures to Date:** [Amount spent so far]

**Remaining Budget:** [Remaining balance]

Signature of person completing the report \_\_\_\_\_ Date \_\_\_\_\_