

# QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:

## PROGRESS REPORTS

It is recommended that all grantees use the Progress Report Document provided to them.

### Tips:

## GUIDANCE!!!

Follow the performance metric and progress report Guidance documents given to you by the program office.

Goals changed?  
Budget mod or  
Scope GAN?



Change the goals and objectives using ~~red strikethrough~~ font for things removed and **blue font** for things added.

Report progress under each goal in the narrative for this reporting period. If the goal was previously completed, say "Goal Completed in previous reporting period."

DOUBLE-CHECK that you are counting casework and grant-funded personnel metrics correctly. Contact the program office if you have any questions.

If in doubt, ask BEFORE you submit.

Using the recommended Progress Report Document? Enter "see attached" in the metrics section of GMS since these metrics are already collected in the document.

## GMS Tips:

[GMS Training](#)  
for Progress Reports

**PROOFREAD!!! DOUBLE-CHECK!!!**  
**BEFORE you submit the report!**

When a report is change requested, verify that ALL changes were made before resubmitting your report.