**FY18 SHIP**

**1st Quarter Report**

**Due by 11/6/2018**

**Grantee:**

**Grant #:**

**SHIP Coordinator:**

Grant Specific Term: Due to incomplete projects and/or a substantial unobligated balance, grantee will provide to the HRSA project officer, via EHB, a Quarterly Report on progress of approved work plan activities, including detail on expenditure of all grant funds during the quarter. The EHB due date for this report is October 30, 2018, with a grace period of November 6, 2018.

Please complete the following and submit along with the approved FY 18 SHIP Work Plan to Electronic Handbook (Submissions Module). **If the work plan is in table format, add a column heading for *Quarterly Update* and provide the status of each work plan activity scheduled in the reporting quarter.** Provide an explanation of incomplete and postponed activities. If the FY18 Work Plan is in paragraph format, add a paragraph heading for *Quarterly Update* to the current work plan and provide the status of activities.

**Program Summary:**

1. Were there any challenges impacting completion of work during the quarter? If *yes*, briefly explain. Describe resolution.
2. Explain any deviation from approved work plan.
3. Are there any significant changes to project staffing--recruiting and retaining key project staff necessary to accomplish the key objectives of the work plan?
4. Have all hospital awards been made? If *no*, when do you anticipate making all awards?
5. Are there any problems, from either the grantee or hospital perspective, preventing the distribution of FY18 funds to hospitals?
6. Are there any issues preventing hospitals from completing the approved FY18 activities? If *yes,* briefly describe, including recommendations for addressing the issue.

**Financial Summary:**

1. Award amount: $
2. Total expenditures in the reporting quarter: $
3. Total expenditures to date: $
4. Balance: $
5. Were additional funds (carryover) included? If so, explain their use:
6. Are there any budget issues (staffing, contracting, other) impacting the Work Plan timeline or the ability to drawdown financial resources as planned? If *yes*, please explain.