EXHIBIT B
PROGRESS REPORT

GRO Fund – Government Results and Opportunity Program

Track A Grantees (COG / Fiscal Agent): Quarterly Progress Reports are due 30 calendar days after the end of each quarter — Q1 (July–September) due October 30;
Q2 (October–December) due January 30; Q3 (January–March) due April 30; Q4 (April–June) due July 30. A Quarterly Progress Report is required for each quarter of
the Term regardless of whether the Grantee received funds during that quarter by quarterly tranche, by reimbursement, by both, or not at all. The Final Report covers
Q4 of the final year and is due no later than July 30.

Track B Grantees (Direct Grantee): A Progress Report is due with each pay request submission, covering the period of expenditures included in that request. The
Final Report is due with the last pay request, no later than July 30.

Where the Grantee administers more than one appropriation under the Grant Agreement, a separate Exhibit B is completed and submitted for each appropriation.

Progress Reports: Grant Agreement, Article III(B). Final Report: Article III(C). Tiered reporting requirements: GRO Eligible Expenditures Policy § 7.1. The Grantee may
work with its assigned Grant Manager to agree on an alternative means or format for submitting the information this Exhibit requires; this Exhibit enumerates the
information to be collected and does not prescribe the only acceptable form.

SAMPLE EXHIBIT B — FOR EXAMPLE PURPOSES ONLY
The information below is fictional and is intended only to demonstrate the type and level of information requested in Exhibit A. Responses should be specific to your appropriation, program, activities, and budget.

Subgrantee Name:	City of MRCOG
Appropriation / Project ID Number:	26-Example01
Reporting Period:	Q1

1. Narrative Summary

Grant Agreement, Article III(B)(a).

Provide a narrative and/or bulleted summary of successes and challenges during the reporting period.

Successes:
The City of MRCOG began its community services program this quarter. Staff started meeting with residents, helping them identify available services, and making referrals to community providers. The City also began tracking participant contacts and program expenses.

Challenges:
The City had fewer residents participate in the first quarter than expected. Staff are expanding outreach and working with community partners to help more residents learn about the program.

2. Outputs and Outcomes for This Period

Grant Agreement, Article III(E); Exhibit A, Section 5.

Report progress against the outputs and outcomes identified in Exhibit A, Section 5.

Output / OutcomeMeasure	Annual Target	This Period	Cumulative	On Track? (Y/N)
Residents receiving resource navigation or direct assistance	150	24	24	Y
Referrals to community service providers	250	35	35	Y
Community outreach events or informational sessions	6	1	1	Y

3. Budget Breakdown and Cumulative Variance Report

Grant Agreement, Article III(B)(a) and Article IV(F)(e); GRO Eligible Expenditures Policy § 6.1.

Provide a detailed budget breakdown of expenditures to date and report cumulative variance against the original approved budget in Exhibit A, Section 6. This table serves as
both the quarterly budget update and the Cumulative Budget Variance Report required with each corresponding pay request or tranche request. Budget categories match
Exhibit A, Section 6.

Budget Category	Approved Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Expended to Date	Remaining Balance	% Variance from Original
Personnel	$80,000.00	$7,000.00				$7,000.00	$73,000.00	-91.3%
Fringe Benefits	$24,000.00	2,100.00				$2,100.00	$21,900.00	-91.3%
Travel						$0.00		
Equipment						$0.00		
Supplies	$10,000.00	$500.00				$500.00	$9,500.00	-95.0%
Contractual	$20,000.00					$0.00	$20,000.00	-100.0%
Subawards / Subgrants						$0.00		
Construction						$0.00		
Other	$16,000.00	$400.00				$400.00	$15,600.00	-97.5%
TOTAL	$150,000.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	$140,000.00	-93.3%

Budget Deviation Thresholds — If cumulative variance from the original approved budget for any line item is approaching the threshold for this award size, contact your
Grant Manager before incurring further costs in that category. Awards over $500,000: 5% per line item. $150,000 to $500,000: 7.5%. Under $150,000: 10%. GRO Eligible
Expenditures Policy § 5.4; Grant Agreement, Article IV(J).

4. Anticipated Milestones and Expenditures – Next Quarter

Grant Agreement, Article III(B)(a).

Describe anticipated project milestones and expenditures during the next quarter.

The City will continue providing resource navigation and referrals, follow up with residents who received assistance in Q1, and hold two community outreach events.
Expected expenses include staff time and fringe benefits, program supplies, contracted outreach support, and other direct program costs.

5. Expenditure Back-Up Documentation

Grant Agreement, Article III(B)(b) and Article IV(G); GRO Eligible Expenditures Policy § 6.

Documentation previously submitted to the Department with a pay request or tranche request during this reporting period need not be resubmitted. Identify the submission
instead. Back-up documentation for any expenditure not previously submitted must accompany this report.

- ☐ Back-up documentation for all expenditures in Section 3 was previously submitted with a pay request or tranche request. Submission date(s) and reference(s):
- ☑ Back-up documentation for expenditures not previously submitted is attached to this report.
- ☐ No expenditures were incurred during this reporting period.

6. Appropriation Justification and Public Benefit Certification

Grant Agreement, Article IV(F)(a)–(b); GRO Eligible Expenditures Policy § 3.1 and § 3.6.

Describe any changes to the Appropriation Justification or Public Benefit Certification previously provided in Exhibit A, Sections 7 and 8. If there are no changes, state “no changes.”

No changes

7. Tranche Request

Grant Agreement, Article IV(M)(a). ***DO NOT COMPLETE - MRCOG USE ONLY***

Describe any changes to the Appropriation Justification or Public Benefit Certification previously provided in Exhibit A, Sections 7 and 8. If there are no changes, state “no changes.”

Appropriation	Subgrantee	Execution Date	Amount Executed	Previously Funded

Certified by:	John Doe	Title:	Mayor

Date:	10/1/2026