

Cal OES

PROGRESS

REPORTS





About
**Progress
Reports**

- **Overview of required Progress Reports**
- **Demonstration video: GCS Progress Report**
- **Guidance and important reminders**

Progress Reports

Subrecipient Handbook

Section 11.005

Activity and Achievement Reporting

- Progress Reports and other federal reports serve as a historical record of the implementation of the Grant Subaward
- Progress Reports document the Subrecipient's progress in achieving the objectives of the Grant Subaward
- Provide a mechanism by which Subrecipients can identify problems encountered in the implementation of the Grant Subaward

Purpose: Progress Reports

- Joint Legislative Budget Committee (JLBC) Report
- Federal reports
- Information sharing with partners
- Program analytics

Progress Reports Requirements

1. Cal OES Progress Reports

There are two Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1st Report	January 1, 2026 – June 30, 2026	July 31, 2026
2nd Report	July 1, 2026 – December 31, 2026	February 1, 2027

- Found in the Program Supplemental document
- Outlines number of required Progress Reports
- Includes reporting period and due dates

GCS Progress Report Process



Progress Reports: Grant Subaward Contacts - Authority

Complete

Submit

Complete

Submit

Complete

Grant Subaward Contacts

Grant Subaward Director

* Person:

* First Name: * Last Name:

* Title:

* Phone: * Email:

* Address:

* City: * State: CA * Zip Code:

Grant Subaward Financial Officer

* Person:

* First Name: * Last Name:

* Title:

* Phone: * Email:

* Address:

* City: * State: Ca * Zip Code:

Grant Subaward Programmatic Point of Contact

* Person:

* First Name: * Last Name:

* Title:

* Phone: * Email:

* Address:

* City: * State: CA * Zip Code:

Grant Subaward Financial Point of Contact

* Person:

* First Name: * Last Name:

* Title:

* Phone: * Email:

* Address:

* City: * State: CA * Zip Code:

Chair of the Governing Body

* Person:

* First Name: * Last Name:

* Title: Board President

* Phone: * Email:

* Address:

* City: * State: CA * Zip Code:

Grant Subaward Authorized Agent

Florence Henderson

Robert Reed

Ann B. Davis

Allan Melvin

Complete

Complete*

Submit*

*Chair of Governing Body must have GCS Role (OAA or OER)

Complete

Submit

GCS Progress Reports

The screenshot shows the GCS Progress Reports interface. On the left is a sidebar menu with the following items: State Assembly Districts, State Senate Districts, Service Area [Download], Signatures, Application Signatures, Rating Team, Rating ScoreSheet, Tools, Landing Page, Add/Edit People, Status History, Attachment Repository, Modification Summary, Document Validation, Notes, Print Document, Document Messages, Status Options, Initiate Change Request, Related Documents, and Initiate Related Doc. The main content area is titled 'Progress Reports' and shows a 'Progress Report' for document ID 'XD25002501-PGR1'. The document title is 'Progress Report - Preview'.

Document Landing Page

Instructions:

- The table below represents high-level data points about the current document.
- The bold fields are labels that describe the specific data point.
- **Template:** The type of template of the current document.
- **Instance:** The type of instance of the current document. For example, if an Application, the instance is the Program name.
- **Process:** The process flow the current document follows.
- **Document Name:** The unique document identifier of the current document. This is also found in the upper left navigation ("Forms Menu") as a hyperlink, which will bring the person navigating back to this "Document Landing" page.
- **Document Status:** The process flow status step name of the current document.
- **Organization:** The organization name of the current document.
- **Your Role:** The name of the current document role of the person navigating; if the person is not added to the document, no role will display.
- **Period Date:** The period dates of the current document. For example, if an Application, the Grant Subaward Performance Period begin date and end dates will display here.
- **Due Date:** The due date set for the current document.

Template Progress Report 2025	Instance Progress Report	Process Progress Reports
Document Name XD25002501-PGR1	Document Status Progress Report - Preview	
Organization Center for a Non Violent Community	Your Role Organization Authorized Agent	Period Date 1/1/2026 12:00:00 AM 3/31/2026 11:59:00 PM
		Due Date 4/30/2026 11:59:00 PM

GCS Progress Reports

Progress Report – Preview

XD25002501 Progress Reports

State Assembly Districts

State Senate Districts

Service Area [Download]

Signatures

Application Signatures

Rating Team

Rating ScoreSheet

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Status Options

Initiate Change Request

Related Documents

Initiate Related Doc

Progress Reports

Progress Report

XD25002501-PGR1: Progress Report - Preview

- Forms
- Narrative Questions
- Statistical Questions
- Grant Subaward Implementation
- VOCA Direct Service Questions
- Additional Documentation

Statistical Data Questions Form

Attention: All final forms require reporting periods and required.

INSTRUCTIONS:

TOTAL CLIENTS SERVED	FY 2018 - Q1 1/1/18 - 3/31/18	FY 2018 - Q2 4/1/18 - 6/30/18	FY 2018 - Q3 7/1/18 - 9/30/18	FY 2018 - Q4 10/1/18 - 12/31/18	FY Total	Grand Total
Number of individuals who received services during the reporting period. (Question #1 on PAF Report)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00

INSTRUCTIONS:

SHelters OR HOUSING SERVICES		
Number of individuals that received shelter/housing services. (Question #2 on PAF Report)	<input type="text"/>	<input type="text"/>
Number of times crisis/careline assistance (includes assistance with obtaining housing) was provided. (Question #3 on PAF Report)	<input type="text"/>	<input type="text"/>

INSTRUCTIONS:

ADDITIONAL COMMITMENT OR ASSISTANCE		
Number of individuals assisted with a justice commission application. (Question #4 on PAF Report)	<input type="text"/>	<input type="text"/>
Number of individuals that received information and/or referrals. (Question #5 on PAF Report)	<input type="text"/>	<input type="text"/>
Number of individuals that received personal	<input type="text"/>	<input type="text"/>

Previous Form

Narrative Questions Form

Attention: Providing an answer is required.

INSTRUCTIONS:

Question #3
REQUIRED ONLY IN 2ND QUARTER - enter N/A for Quarters 1, 2 and 3.
Describe any problems or difficulties experienced in the implementation of the Grant Subaward Program Components (i.e., problems in the procurement of housing, housing that meets compliance issues, engaging the community, initiating/providing supportive services or other activities supporting the goals and objectives of the Domestic Violence Housing First (DVH) Program).

0 of 2000

Question #4
REQUIRED ONLY IN 2ND QUARTER - enter N/A for Quarters 1, 2 and 3.
Describe the training methods your agency utilizes to ensure that all staff and volunteers who work with domestic violence victims/survivors meet the requirements per Evidence Code 4.027.1 (a)(2).

0 of 2000

Next Form >

GCS Progress Reports

Progress Report: In Progress

My Tasks Initiate Related Document

> Filter

My Tasks 1

Name	Document Type	Organization	Status	Status Date	Due Date
AT24033801-REP10	Payment Report	San Diego Youth Services	Expenditure/Payment - In Progress	1/21/2026 12:58:38 PM	
HX25033801-PGR1	Progress Reports	San Diego Youth Services	Progress Report - In Progress	1/13/2026 1:27:25 PM	1/30/2026 11:59:00 PM
XD24033801-REP6	Payment Report	San Diego Youth Services	Expenditure/Payment - In Progress	1/21/2026 2:40:49 PM	

Progress Report Notifications

**Notification of
Progress Report**

(one day after report
period ends)



**Reminder of
Progress Report
Due**

(seven days prior to due
date)



**Notification of
Progress Report
Overdue**

(day after due date, if
applicable)

Video
Demonstration:



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Progress Reports for Subrecipients



GCS Progress Report Reminders

- Progress Report “Preview” available after Grant Subaward Executed
- The first day after the report period end date Progress Report status goes from “In Preview” to “In Progress”
- Notification sent to Subrecipient
 - First Notification: Day after report period end date
 - Second Notification: Seven days before Progress Report due date
 - Third Notification: Day after due date (if still in “In Progress” status)

Progress Report - Complete

KE25001601-PGR2 Progress Reports

Forms

- Narrative Questions
- Statistical Questions
- Grant Subaward Implementation
- VOCA Direct Service Questions
- Additional Documentation

Tools

- Landing Page
- Add/Edit People
- Status History
- Date Modification
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages
- Status Options
- Related Documents
- Initiate Related Doc
- Applications
- Progress Reports

Progress Report

KE25001601-PGR1: Progress Report - Complete

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Template Progress Report 2025	Instance Progress Report	Process Progress Reports
Document Name KE25001601-PGR1	Document Status Progress Report - Complete	
Organization Bill Wilson Center	Your Role [Redacted] Login As	Period Date 10/1/2025 12:00:00 AM 12/31/2025 11:59:00 PM
		Due Date 1/30/2026 11:59:00 PM

GCS Progress Report | Review & Approval

- When revisions are required
 - Notification sent via Document Message
 - Progress Report is in “My Tasks” to access and revise
 - Required Revisions in the left navigation bar of Progress Report
- Grants Analyst approval = “Progress Report – Complete”
- Corrections may be requested after Progress Report - Complete
 - Subrecipient or Unit Chief can request
 - Grants Analyst can approve or deny the request
 - Denial information in Notes

Final Reminders

- **Statistical data collection and narrative responses can be organized in advance**
- **Progress Report requirements are the same; process has changed**

Questions...



Raise Hand button in Zoom

Thank you!



Contact assigned Grants Analyst for questions or assistance