**ANNUAL REPORT TEMPLATE**

Submission Instructions

Please copy the text below onto agency letterhead, complete, and submit to the following persons/entities **in the same email between July 1 and September 30th**:

* Tennessee Department of Finance and Administration ([fa.audit@tn.gov](mailto:fa.audit@tn.gov))
* Grant Contract Monitor: Wendy Pickering ([wendy.pickering@tn.gov](mailto:wendy.pickering@tn.gov))

TCCY Subrecipient Annual Report

Agency:

Contact Person for the Program:

Edison Vendor ID (located on grant contract):

Contract Term:

Contract Amount:

Date of Submission:

**Describe the program’s goals, outcomes, successes, and setbacks**:

**Describe any benchmarks or indicators used to determine the program’s progress**:

**Describe any proposed activities that were not completed**: