**Reminder:**

**1) Please submit this report using your state/territory’s letterhead.**

**2) Please submit two copies of your report: one in Word and one as a PDF. The PDF copy will serve as your invoice.**

**3) If you are submitting reports for multiple initiatives, please combine these reports into a single document, then submit a PDF and Word version of this combined report.**

***Please do not include this header in your report***

*1. This monthly report covers the period of [THE FIRST DAY OF THE MONTH] through [THE LAST DAY OF THE MONTH]*

*2. State/Territory of [YOUR STATE/TERRITORY]*

*[YOUR MAILING ADDRESS]*

*3. SC-3039.1 [YOUR STATE ABBREVIATION] -01*

*4. Contract/Task Order # HHSS283201700024I/75S20321F42001.*

*“Transformation Transfer Initiative Project” Topic B*

*5. [YOUR NAME]*

*[YOUR TITLE]*

*[YOUR PHONE NUMBER]*

*[YOUR EMAIL ADDRESS]*

*[YOUR SIGNATURE]*

**State Name**

Transformation Transfer Initiative Monthly Report

**988 and Crisis Services**

**TOPIC B: Workforce**

Month, Year

​*Please provide a brief update of your monthly progress regarding your state’s TTI project, following the format outlined below. You may use narrative or bulleted formatting.*

**Progress Updates**

* Please provide a brief overview of progress made toward fulfilling your statement of work, in relation to your proposed timeline.

**Challenges**

* Have any new challenges emerged in the past month? Are there continuing unresolved challenges?

**Accomplishments**

* Are there any noteworthy accomplishments to share (that were not already outlined in progress updates)?

**Next Steps**

* Please provide a brief overview of next month’s steps toward implementation.

**TA Needs**

* Please note if there are any time-sensitive or urgent TA needs we should be aware of.
* Pease note any longer-term TA interests or needs, if applicable.

**Other**

* Please use this space as needed to provide any other relevant updates.