

QUARTERLY PROGRESS REPORT

DELAWARE CRIMINAL JUSTICE COUNCIL
QUARTERLY REPORT

TO: Criminal Justice Council
Carvel State Office Building
820 N. French Street, 10th Floor
Wilmington, DE 19801

FROM:

Subgrant No: _____ Quarterly Report No. _____

Subgrant Period: _____ to _____

Report Period Covered: _____ to _____

Program Area: _____

Award: Federal \$ _____ Match \$ _____

Total \$ _____

Project Title:

Signature (Authorized Personnel)

The data submitted in this report is correct. The information provided is based on the subgrantee's official records.

Instructions and General Information

Subgrantees are required to submit a Quarterly Report reflecting project progress and expenditures for each quarter and a Final Report based on total progress and expenditures. The following are instructions for preparation and submission of the Quarterly Report.

- 1) **Due Date:** The Quarterly Report is due on the 20th day following each fiscal quarter as shown below:

<u>End of Quarter</u>	<u>Report Due Date</u>
December 31	January 20
March 31	April 20
June 30	July 20
September 30	October 20

The first report should cover the period from the award date of the project until completion of the current fiscal quarter (which may be less than a full 3 month period). **Request for Funds and/or adjustments will not be processed if Quarterly Reports are not submitted on time.**

- 2) **Form:** One (1) copy of the report should be submitted to CJC. It should be noted that the report is to be signed by the project director on the subgrant application.
- 3) **Multiple Subgrants:** Separate financial reports should be completed for each grant project being conducted by the subgrantee.

Project Narrative

The Quarterly Report project narrative should accurately reflect progress toward the attainment of goals and objectives. Thus, the goals of the project should be presented with the progress toward the goal stated underneath. The objectives of the application should also be listed in the Quarterly Report with the progress of each stated beneath this objective.

e.g. Goal:

Progress:

Implementation Objective:

Progress:

The Quarterly Report should also state any problems that the project may have had during the last quarter. A miscellaneous section is provided in the Quarterly Report so that the project director can provide an additional information that the subgrantee believes to be pertinent (i.e. Accomplishments in addition to the stated goals and objectives).

Expenditure Reports

The project financial office will be mailed an expenditure reporting form near the close of each quarter. Please verify that the report is completed and returned to CJC prior to the 20th day.

l) **Goal:** Specify the goal statement for the project. The goal statement should clearly communicate the intended result of the project as of the end of the subgrant period. State what progress has been made toward the attainment of that goal.

- 2) Identify the implementation objectives for the project. After each implementation objective, state the progress toward the attainment of the objective.

- 3) **Identify the performance objectives for the project. Performance objectives indicate major behavior (activities) necessary to conduct the project as planned. Indicate progress toward attainment of each performance objective.**

- 4) **Identify impact objectives for the project. Impact objectives measure the extent to which what happened was the result of the funded activity. Indicate progress toward attainment of each impact objective.**

- 5) **Use this section to provide CJC with any additional information that you believe is pertinent.**