

Quarterly Progress Report Instructions

Grantees are required to submit quarterly progress reports for each calendar quarter, or portion thereof, during which the grant is in effect. Reports are due no later than 30 days after the close of each calendar quarter (January 31, April 30, July 31, and October 31).

Report Period

For each quarter, change reporting period to reflect current quarter dates.

Phase I through Phase IV

- Under each phase, copy each activity as it appears on your approved three year work plan.
- For each phase, provide details describing:
 - What work was done;
 - The various tasks/activities/meetings that were carried out by project personnel and sub-recipients/vendors in the various phases
 - include who participated, number of participants
 - When and where tasks/activities/meetings took place
 - How much was accomplished towards accomplishing your project goals
 - Provide quantitative information as applicable. (i.e. Number of school sites, Numbers serviced, etc.).

Note: If a particular activity/task was not completed during the quarter, you may report “no action occurred”. However, please provide a brief explanation if appropriate.

Issues and Concerns

Describe any issues and concerns that affected the project progress. Also include any steps taken to overcome these issues.

Expenditures

Describe the purpose of travel for County AOD staff and sub-recipients/vendors, what outcomes were achieved as a result of the travel, and how it related to the programs goals and objectives.

Upcoming Events

If applicable, provide a list of upcoming events for next quarter.

Attachments

Please include copies of any materials or deliverables (i.e. sign in sheets, brochures, agendas etc.)

Reminders

- Only report what occurred in the current quarter.
- Reports should be fluid.
- Don't include activities that are not funded by this grant.
- Grantees are required to submit a comprehensive report at the end of each 12-month project year. Comprehensive reports are due 30 days after the end of the project year. Instructions for completing the annual report will be submitted in the near future by your county analyst.