

**COLORADO DIVISION OF CRIMINAL JUSTICE
 QUARTERLY NARRATIVE REPORT
 (DCJ FORM 2-Q)**

DUE NO LATER THAN 15 DAYS AFTER THE END OF EACH CALENDAR QUARTER.

Prepare this report according to the instructions (see last page). Requests for funds may be denied unless this report is complete and filed on time as required by the Division of Criminal Justice.

GRANTEE:	GRANT NUMBER:
PROJECT TITLE:	PROJECT DURATION FROM: TO:
PREPARED BY:	WHICH CALENDAR QUARTER OF YEAR _____ DOES THIS REPORT COVER?
DATE: PHONE: ()	Jan 1 to Mar 31 _____ Jul 1 to Sep 30 _____ Apr 1 to Jun 30 _____ Oct 1 to Dec 31 _____

REQUIRED GRANTEE SIGNATURES: I certify that, to the best of my knowledge and belief, this report and attachments are correct and complete.

 Project Director's Signature / Date

Goal 1:
1. Activities: Activities and strategies implemented to date to meet the goal; equipment purchases made, strategic planning held, tasks completed, etc.
Response:
2. Timelines: Are timelines being met? If no, please explain the delay.
Response:
3. Indicators: Provide indicators that show progress toward attaining each listed outcome/indicator. Include data regarding project outputs or completion of tasks (give a numeric value where available, such as equipment purchased, records updated, number of staff trained, etc.).
Response:

4. Problems Encountered: What were they, how did they impact the program/project, how were they handled and what is your plan to get back on track?

Response:

Goal 2:

1. Activities: Activities and strategies implemented to date to meet the goal; equipment purchases made, strategic planning held, tasks completed, etc.

Response:

2. Timelines: Are timelines being met? If no, please explain the delay.

Response:

3. Indicators: Provide indicators that show progress toward attaining each listed outcome/indicator. Include data regarding project outputs or completion of tasks (give a numeric value where available, such as equipment purchased, records updated, number of staff trained, etc.).

Response:

4. Problems Encountered: What were they, how did they impact the program/project, how were they handled and what is your plan to get back on track?

Response:

Goal 3:
1. Activities: Activities and strategies implemented to date to meet the goal; equipment purchases made, strategic planning held, tasks completed, etc.
Response:
2. Timelines: Are timelines being met? If no, please explain the delay.
Response:
3. Indicators: Provide indicators that show progress toward attaining each listed outcome/indicator. Include data regarding project outputs or completion of tasks (give a numeric value where available, such as equipment purchased, records updated, number of staff trained, etc.).
Response:
4. Problems Encountered: What were they, how did they impact the program/project, how were they handled and what is your plan to get back on track?
Response:

Items 5 - 10 relate to the project as a whole for this quarter.

5. Project/Proposed Changes: Have any significant changes been made within the program/project since the last reporting period? Please explain in detail.

Response:

6. Progress/Highlights: Please describe any highlights of this program/project you feel are relevant to the program/project outcome. These can be intentional/unintentional outcomes of the work that you are doing. Please be specific in your description.

Response:

7. Products: Please describe, in detail, any products currently in progress and/or that have been completed and the efficacy with which the results are being disseminated/used. Products include: reports and publications, new or improved technologies, record quality audits, presentations, data collections, databases/datasets, and trainings.

Response:

8. Impact: Please describe *in quantifiable terms* what impact the project has had on the problem identified in the application.

- **FOR NCHIP FUNDS ONLY:** Describe the quality, completeness, and availability of records at the **national** level; what impact the project has had on criminal justice operations, policies and/or information sharing at the **state and local** levels; what, if any, best practices have emerged during the reporting period; and how best practices have been implemented, or when you plan to implement them.

Response:

9. Unexpended Fund Balance: Please provide the current unexpended fund balance; a brief explanation of the expenditures made or obligated (items/services purchased, etc.); and whether you anticipate the funds will be fully obligated or expended by the program/project period end date. If you do not anticipate expending all funds, please explain why.

Response:

10. Detailed Expenditure Requests: Please list, in detail, the items/services purchased with these grant funds during the reporting period. If no funds were expended, please explain why and when it is anticipated expenditures will be made.

Response:

INSTRUCTIONS FOR COMPLETING DCJ FORM 2-Q – QUARTERLY NARRATIVE REPORT

HEADING

***Grantee:** This is the agency to which the federal grant award was made.

***Grant Number:** This is the grant number assigned to the project by DCJ. It can be found on the Grant Agreement.

***Project Title:** This is the name of the project which is identified on the Grant Agreement.

***Project Duration:** This is the period of the grant award, not the time period for which this report is being submitted. It can be found on the Grant Agreement, and is changed only if the project requests and receives a grant extension.

Prepared By: This is the person completing this form. Include this person's 10-digit phone number.

Date: This is the date this form is completed.

Calendar Quarter Which This Report Covers: Fill in the year in which the quarter you are reporting on falls. Check which calendar quarter this report covers. If you are reporting on less than a full quarter, check the applicable quarter, and write in the exact dates you are reporting on in this section.

Signatures: The designated Project Director must sign this report. One signed form must be submitted to DCJ. If the Project Director has changed since the last quarterly report, also complete and submit a Change in Project Official (DCJ Form 4-B) form.

PROGRESS TOWARD GOALS AND OBJECTIVES: *Report this information for the current quarter only. Do not cut and paste from prior quarters.* Report progress on each goal (as stated in the *Grant Agreement* or subsequent and most recent DCJ approved *Statement of Work*).

If there was no activity toward a particular goal during the quarter, state such in the narrative, but the reasons must be explained. Please describe any technical assistance and/or training needs you may have. Complete progress reporting as follows for every goal as stated in the *Grant Agreement* or subsequent and most recent DCJ approved *Statement of Work*.

- 1) **Activities:** Activities and strategies implemented to date to meet the goal; include number of participants served, services provided, and dosage, if applicable.
- 2) **Timelines:** Are timelines being met? If no, please explain the delay.
- 3) **Indicators:** Provide indicators that show progress toward attaining each listed outcome/indicator. Include data regarding project outputs or completion of tasks (give a numeric value where available, such as number of participants served, equipment purchased, records updated, classes taught, number of lab tests completed, total number served versus stated number to be served, number of participants referred for needed services, types of services, etc.). If a direct service project, look at your data- are you seeing anything that needs addressed such as a differential success rate by race/ethnicity and/or gender, or specific services that are regularly and routinely needed?
- 4) **Problems Encountered:** What were they, how did they impact the program/project, how were they handled and what is your plan to get back on track?

Items 5-9 relate to the project as a whole for the quarter being reported.

- 5) **Project / Proposed Changes:** Have any significant changes been made within the program/project since the last reporting period? Please explain in detail.
- 6) **Progress/Highlights:** Please describe any highlights of this program/project you feel are relevant to the program/project outcome. These can be intentional/unintentional outcomes of the work that you are doing. Please be specific in your description.
- 7) **Products:** Provide, as applicable, URL links to and/or copies of draft or final products completed during the reporting period. Products are **deliverables** such as reports and publications, new or improved technologies, record quality audits, presentations, data collections, databases/datasets, and trainings.
- 8) **Impact:** You should report on individual performance measures detailed in your application. Please describe **in quantifiable terms** what impact the project has had on the quality, completeness, and availability of records at the **national** level; what impact the project has had on criminal justice operations, policies and/or information sharing at the **state and local** levels; what, if any, best practices have emerged during the reporting period; and how best practices have been implemented, or when you plan to implement them.
- 9) **Unexpended Fund Balance:** Please provide the current unexpended fund balance; a brief explanation of the expenditures made or obligated (items/services purchased, etc.); and whether you anticipate the funds will be fully obligated or expended by the program/project period end date. If you do not anticipate expending all funds, please explain why. This is to ensure that the rate of expenditures relative to the program/project's progress is satisfactory.

QUARTERLY REPORTS ARE DUE NO LATER THAN 15 DAYS AFTER THE END OF THE QUARTER. CONTACT YOUR GRANT PROGRAM MANAGER FOR THE BEST WAY TO SUBMIT YOUR REPORT.

Requests for funds may be denied unless the report is complete and filed on time to the Division of Criminal Justice