

**COLORADO DIVISION OF CRIMINAL JUSTICE
FINAL NARRATIVE REPORT
(DCJ FORM 2-F)**

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 and completed as required by the Division of Criminal Justice.

GRANTEE:	GRANT NUMBER:
PROJECT TITLE:	PROJECT DURATION FROM: TO:
FINAL PROGRESS REPORT Demographic Information applies to this project: Yes <input type="checkbox"/> or No <input type="checkbox"/> (If yes, complete Section I Below)	PREPARED BY: DATE: PHONE:

SECTION I. DEMOGRAPHIC INFORMATION (if applicable): Complete the table reporting on un-duplicated numbers each quarter. Enter "0" in fields if no clients were served, do not leave fields blank. If your program is tracking two or more distinct populations (i.e., adults and juveniles, parents and children, etc.) for which reporting is required, we have provided an additional Table on page 2; remember to distinctly label each.

# by Race/Ethnicity of those Served _____ (population)	# Participants Carried Forward (if this is a Continuation)	Quarter 1 (New Only)	Quarter 2 (New Only)	Quarter 3 (New Only)	Quarter 4 (New Only)	Total to Date
White						
African American						
Native American						
Asian/Pacific Islander						
Mixed Race						
Other						
TOTAL						
Of above, number reporting Hispanic ethnicity						

Gender	# Participants Carried Forward (if this is a Continuation)	Quarter 1 (New Only)	Quarter 2 (New Only)	Quarter 3 (New Only)	Quarter 4 (New Only)	Total to Date
Male						
Female						
TOTAL JUVENILES						

Outcomes (for those grants which have listed this as a data element)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total to Date
# Who Exited Successfully					
# Who Exited Unsuccessfully					
# Who Re-Offended					
# Still in Program					

SECTION II. FINAL NARRATIVE: Beginning on page 2, complete your final progress reporting by answering the five (5) questions listed below. The items below should reflect this grant-funded program/project from beginning to end. This analysis should focus on the most recently completed grant year but if the project is a continuation, it may be appropriate to include a discussion of the previous grant years.

- Project impact:** Include an analysis of the project's impact on the problem statement addressed in the application.
- Outcomes:** Given how success was defined in the grant application, has this project(s) met with success? Did the project serve the intended number and population? Did the project accomplish all objectives? If not, why not. The analysis should identify the specific ways in which the project has had an impact (i.e., reduction of crime, improvement of the criminal justice system, or cost savings to law enforcement or other government agencies).
- Long-Term Sustainability Plan:** If the project has not impacted the intended problem(s) or met with success, will the agency continue implementing it? What changes are planned to make the project more effective? If the project has been successful, what plans will be implemented to diversify its funding base (city/county financial support) and how are you documenting long-term cost effectiveness of this project? If the project has a direct impact upon another agency or activity it should be noted. For example, if the project has encouraged a school to start a special program, or the police to change a procedure, it should be noted.
- Publications:** List any brochures, pamphlets, fliers, newsletters, etc. that were produced by or for the program using these grant funds. Please attach any that were not previously submitted with quarterly reports.
- Grants Process:** DCJ invites you to provide feedback about improving our application and grant process, including our grant reporting, payments, etc. Please identify any technical assistance DCJ could provide to enhance your program or planning efforts.

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

SUBMIT ONE SIGNED FORM TO DCJ NO LATER THAN 45 DAYS AFTER THE END OF THE GRANT PERIOD.

FINAL REPORT NARRATIVE: The items below should reflect your grant-funded program/project from beginning to end. This analysis should focus on the most recently completed grant year but if the project is a continuation, it may be appropriate to include a discussion of the previous grant years.

1. Project Impact: Include an analysis of the project's impact on the problem statement addressed in the application.

Response:

2. Outcomes: Given how success was defined in the grant application, has this project(s) met with success? Did the project serve the intended number and population? Did the project accomplish all objectives? If not, why not. The analysis should identify the specific ways in which the project has had an impact (i.e., reduction of crime, improvement of the criminal justice system, or cost savings to law enforcement or other government agencies).

Response:

3. Long-Term Sustainability Plan: If the project has not impacted the intended problem(s) or met with success, will the agency continue implementing it? What changes are planned to make the project more effective? If the project has been successful, what plans will be implemented to diversify its funding base (city/county financial support) and how are you documenting long-term cost effectiveness of this project? If the project has a direct impact upon another agency or activity it should be noted. For example, if the project has encouraged a school to start a special program, or the police to change a procedure, it should be noted.

Response:

4. Publications: List any brochures, pamphlets, fliers, newsletters, etc. that were produced by or for the program using these grant funds. Please attach any that were not previously submitted with quarterly reports.

Response:

5. Grants Process: We invite you to provide feedback about improving our application and grant process, including our grant reporting, payments, etc. Please identify any technical assistance we could provide to enhance your program or planning efforts.

Response:

Additional Demographic Table, if needed (see page 1).

# by Race/Ethnicity of those Served _____ (population)	# Participants Carried Forward (if this is a Continuation)	Quarter 1 (New Only)	Quarter 2 (New Only)	Quarter 3 (New Only)	Quarter 4 (New Only)	Total to Date
White						
African American						
Native American						
Asian/Pacific Islander						
Mixed Race						
Other						
TOTAL						
Of above, number reporting Hispanic ethnicity						

Gender	# Participants Carried Forward (if this is a Continuation)	Quarter 1 (New Only)	Quarter 2 (New Only)	Quarter 3 (New Only)	Quarter 4 (New Only)	Total to Date
Male						
Female						
TOTAL JUVENILES						

Outcomes (for those grants which have listed this as a data element)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total to Date
# Who Exited Successfully					
# Who Exited Unsuccessfully					
# Who Re-Offended					
# Still in Program					

INSTRUCTIONS FOR COMPLETING DCJ FORM 2-F (FINAL)

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. 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.

SECTION I. DEMOGRAPHIC INFORMATION (if applicable): Complete the table reporting on un-duplicated numbers each quarter. Enter "0" in fields if no clients were served, do not leave fields blank. If your program is tracking two or more distinct populations (i.e., adults and juveniles, parents and children, etc.) for which reporting is required, we have provided an additional Table on page 3; remember to distinctly label each.

Contact your grant manager if you have questions on how to complete this section.

SECTION II. FINAL NARRATIVE: Beginning on page 2, complete your final progress reporting by answering the five (5) questions listed below. The items below should reflect this grant-funded program/project from beginning to end. This analysis should focus on the most recently completed grant year but if the project is a continuation, it may be appropriate to include a discussion of the previous grant years.

- 1. Project Impact:** Include an analysis of the project's impact on the problem statement addressed in the application.
- 2. Outcomes:** Given how success was defined in the grant application, has this project(s) met with success? Did the project serve the intended number and population? Did the project accomplish all objectives? If not, why not. The analysis should identify the specific ways in which the project has had an impact (i.e., reduction of crime, improvement of the criminal justice system, or cost savings to law enforcement or other government agencies).
- 3. Long-Term Sustainability Plan:** If the project has not impacted the intended problem(s) or met with success, will the agency continue implementing it? What changes are planned to make the project more effective? If the project has been successful, what plans will be implemented to diversify its funding base (city/county financial support) and how are you documenting long-term cost effectiveness of this project? If the project has a direct impact upon another agency or activity it should be noted. For example, if the project has encouraged a school to start a special program, or the police to change a procedure, it should be noted.
- 4. Publications:** List any brochures, pamphlets, fliers, newsletters, etc. that were produced by or for the program using these grant funds. Please attach any that were not previously submitted with quarterly reports.
- 5. Grants Process:** DCJ invites you to provide feedback about improving our application and grant process, including our grant reporting, payments, etc. Please identify any technical assistance DCJ could provide to enhance your program or planning efforts.

An additional Demographic Table is provided for those programs which are serving more than one distinct population for which reporting is required.

Signatures: The Project Director must sign this report. One signed form must be submitted to DCJ.

FINAL REPORT IS DUE NO LATER THAN 45 DAYS AFTER THE END OF THE GRANT PERIOD

**REQUESTS FOR FUNDS MAY BE DENIED UNLESS THE REPORT IS COMPLETE AND FILED ON TIME TO THE
DIVISION OF CRIMINAL JUSTICE**