

TITLE V PROGRESS REPORT AND NARRATIVE REQUIREMENTS

Reporting Periods
October 1, 2014 – March 31, 2015
April 1, 2015 – September 30, 2015

Instructions for Progress Report and Narrative

Email completed report by section to the Program Manager by given due date:

1. Pages 1,2,3
2. Section A & B
3. Section C
4. Section D
5. Success Story with photo/s and release forms
6. Narrative
7. Data Collection

Narrative Requirements:

Submit narrative via email to provide feedback on the following points {be specific in your response(s)}:

Target Population(s) and Needs:

- Describe the program recipient(s) and the need(s) of program recipient(s) that were addressed by your organization
- Describe any additional target populations that were served.

Implementation Plan:

- Describe how your organization addressed the need(s) of the target population(s)
- Describe the success in implementing the approved implementation plan; including as appropriate the goal(s), activity(ies), mechanism(s), and step(s)
- Include a description of any barrier(s) in meeting the goal(s) and how they were resolved
- Discuss how planned activity(ies)/strategy(ies) did or did not occur as planned.

Monitoring:

- Describe how the organization effectively monitored the work implemented through teachers, trainers, etc. to assure program integrity to the proposed plan and the priorities of the State and of Administration for Children and Families and Family and Youth Services Bureau.

Objective Outcome Measure(s):

- Describe the organizations progress in reaching annual targets for its approved outcome measure(s)
- Describe how the organization collected and analyzed data relevant to the proposed measure(s)
- Provide a description of the progress on each of the measurable objectives
- Include a description of how the grant activities supported the objectives

Objective Output Measures:

- Describe the organizations progress and any barriers in collecting and reporting data from the communities served.

Additional Information:

- Discuss how the grant led to success
- How will the grantee continue to build on their success and reach sustainability
- Discuss any pitfalls or lessons learned that could be shared with other grantees doing the same work.
- Provide advice to the Colorado Department of Education (CDE) on how it can continue to support a Lead Educational Agency (LEA) in its abstinence education efforts.
- Describe training needs for awardees and any ideas for addressing the needs through annual meetings of State Coordinators or other means