

OJJDP Progress Report Form – for FY 2020 OJJDP Grantees ONLY

Instructions

Below are the progress reporting questions you are required to report as part of your federal award. **If you are unable to access these questions when submitting your progress report in JustGrants**, please use this form, save and attach it to your report submission in JustGrants.

Award Information

OJJDP Award Number:	
Name of Individual Completing this Form	
Phone/Email of Individual Completing this Form	

1. Has the award Point of Contact completed the Office of Justice Programs (OJP) Financial Management and Grant Administration Training?

Yes No

2. Has the award Financial Point of Contact completed OJP Financial Management and Grant Administration Training?

Yes No

3. What is the current status of your OJJDP Grant award?

Active Inactive

- If **Active**, skip to **Question 4, next page**.
- If **Inactive**, answer these 2 questions:

When do you expect to begin program activity? (estimated date)	
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Please describe any challenges that prevent you from beginning program activity. (If more space is needed, you may attach additional sheets.)

- If **Inactive**, this completes your report for this program period. Please save and upload this document into JustGrants and submit it as your progress report.

4. Do you plan to award funds to subgrantees?

Yes No

If yes . . .

Number of Subawards (estimate if needed)	
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- Who reports/will report the subaward performance data to OJJDP?
 Primary Grantee Individual Subgrantee Combination

Planning Activities

5. Did you engage in planning activities during the activity period?

Yes No

- If Yes, answer these questions:

Planning Activities Start Date	
Planning Activities End Date (or future end date)	

What planning goals and objectives from your application did you accomplish during the activity period? <i>(attach additional sheets if more space is needed)</i>
<i>If required by your award, please submit any planning documents for review by your program manager. You may attach them to this report.</i>

Progress Questions

6. Please share a story demonstrating the impact of OJJDP funding during the activity period.

Example response: A young boy in our program struggled with fitting in. A new staff hired with OJJDP funds, connected with this young man, and he started participating in activities and talking to other kids. (attach additional sheets if more space is needed)

7. Provide a narrative of your progress, since your last report, on each of your application’s goals and objectives.

Example response: Goal 1: Recruit 20 youth into program. Recruited 4 youth. (attach additional sheets if more space is needed)

8. Provide a narrative that highlights the progress made since your last report on each of your proposed grant deliverables.

Example response: Produced curriculum for training on trauma-informed practices. (attach additional sheets if more space is needed)

Training and Technical Assistance

9. Did you engage in providing training and technical assistance activities over the activity period?
 Yes No

- If Yes, list the specific trainings you conducted since your last report (include dates/ locations). Attach additional sheets if more space is needed.

Training Name	Location(s)	Date(s)

Do you have plans to conduct a webinar at any time during the grant period?

Yes No

Do you have plans to host or facilitate a conference, meeting, or training at any time during the grant period?

Yes No

Proposal Changes

10. Did you adjust your proposal’s plan (i.e., changed staffing, secured new partners, changed projected youth/target population served)?

Yes No

- **If Yes, answer these questions:**

Did you formally submit your changes as a program office approval or change in scope Grant Award Modification (GAM)?

Yes No

- **If No, please reach out to discuss the changes with your OJJDP program manager.**
- **If Yes, answer these questions:**

List the GAM(s) you submitted and their approval status.
What adjustments did you make, and what were the factors that precipitated the changes?

Challenges

11. Did you experience any challenges during the activity period?

Yes No

- **If Yes, answer this question:**

How did you address the challenges you experienced?

Training and Technical Assistance Access

12. Did you access OJJDP-funded training and/or technical assistance during the activity period?
Yes No

- If Yes, answer these questions:

What type of assistance did you receive?
How did the training and/or technical assistance impact the accomplishment of your application's goals, objectives, and performance results?
What additional training and/or technical assistance, if any, do you need? Please include specific topics and types of assistance needed.

13. Are you on track to expend all funds during the grant period?

Yes

No

- If No, please provide an explanation for why you are not on track. Please consult with your OJJDP Program Manager to discuss next steps.

- What additional assistance, if any, do you need from your OJJDP Program Manager?

14. If you have additional documents or deliverables (i.e., reports) you would like to share with your OJJDP Program Manager, please attach those documents in JustGrants.