

Project Name: _____

Grant #: _____

Project Director: _____

Quarter Ending: _____

Telephone #: _____

E-Mail: _____

Quarterly Narrative Progress Report

1. **Accomplished Objectives:** *What goals did the project successfully achieve as related to plans for the last quarter?*
 - a. **Progress:** *Describe the progress that the project made in accomplishing objectives for the last quarter.*
 - b. **Items to be Resolved:** *Explain any remaining challenges and concerns that the project needs to address.*

2. **Other Accomplishments:** *What additional progress or achievements has the project accomplished in the last quarter?*
 - a. **Identification of Partners:** *List any new service providers; indicate the services provided.*
 - b. **Impact on Project:** *Describe the impact that additional accomplishments have had on the project.*
 - c. **Challenges and Concerns:** *Describe challenges and concerns that the project has encountered while attempting to achieve additional accomplishments. Explain how these challenges and concerns were overcome.*
 - d. **Items to be Resolved:** *Explain any remaining matters that the project needs to address.*

3. **Projected Objectives:** *What objectives does the project plan to accomplish during in the next quarter?.*
 - a. **Implementation:** *Describe the next steps that the project will take in order to accomplish its planned objectives.*
 - b. **Challenges and Concerns:** *Explain the challenges and concerns that the project may encounter as it works towards planned objectives.*

Public Burden Statement

This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0513, expiring 09/30/2016. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The purpose of the information collection is collect data from youthful offender grantees including post-program data on outcomes to be made available to relevant congressional committees and during budget and allocation hearings. Public reporting burden for collecting information, which is required to obtain or retain benefits (PL 105-220 Sections 185 and 189), is estimated to average 16 hours per quarterly report per grantee, including time for reviewing instructions, gathering information needed, and completing and reviewing the information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employment and Training Administration, OWI Division of Youth Services, c/o Richard Morris, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0513).