

GRANT A

Quarterly Progress Report

YEAR 1: Quarter 1

Reporting Period: XX through XX
QPR Due: XX | GRANT A@bscc.ca.gov

GRANTEE INFORMATION

Grantee:	Date Submitted:
Project Title:	BSCC Grant Award Number:
Prepared by:	Phone:
Title:	Email:

SECTION 1: QUARTERLY GRANT STATUS

Please provide an update on your efforts in administering your project during the reporting period.

Do you require any technical assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe the type of technical assistance needed:
--	--	--

1.1 Expenditure Status

Please report the status of your grant expenditure as of the end of the reporting period.

a. Grant Award Amount	\$
b. Amount Invoiced-to-Date (Sum of Quarterly Invoices)	\$
c. Percent of Award Invoiced to Date (Amount above ÷ Award Amount)	%
d. In relation to the overall grant budget, are Grant funds being expended as planned and on schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If not, please explain why, and describe any corrective actions needed.

--

1.2 Project Inputs & Implementation

Please indicate the status of each of your project implementation activities below. Provide a description of progress during the reporting period and any challenges or plans that you are implementing. Please mark "N/A" for any activity that does not apply to your project.

Implementation Status

- | | |
|---|---|
| 1. Not Started = Your project has not yet focused on implementing this project component. | 4. Complete/Established = The project component is fully in place/completed and supporting project goals. |
| 2. Planning Phase = Your project has started preparations and plans to design and implement this component. | 5. N/A = Does not apply to your project in particular. |
| 3. Implementation Started = Your project has initiated implementing this component, but may not be fully developed and/or will need refinement. | |

a. Partnerships. Formal relationships between agencies, schools, and/or community organizations to support project goals.

☐ 1. Not Started ☐ 2. Planning Phase ☐ 3. Implementation Started ☐ 4. Complete/ Established ☐ 5. N/A

Describe:

b. Staffing and/or Volunteers. Hiring/securing people for positions needed to complete project services.

☐ 1. Not Started ☐ 2. Planning Phase ☐ 3. Implementation Started ☐ 4. Complete/ Established ☐ 5. N/A

Describe:

c. Training. Training provided to staff, law enforcement, community members, etc. to support project goals.

☐ 1. Not Started ☐ 2. Planning Phase ☐ 3. Implementation Started ☐ 4. Complete/ Established ☐ 5. N/A

Describe:

d. Identification, Outreach, & Enrollment Process. Process for identifying, conducting outreach, and enrolling participants into project services.

☐ 1. Not Started ☐ 2. Planning Phase ☐ 3. Implementation Started ☐ 4. Complete/ Established ☐ 5. N/A

Describe:

e. Evidence-based Practices. Project intervention(s) based on strategies known to achieve positive participant outcomes.

☐ 1. Not Started ☐ 2. Planning Phase ☐ 3. Implementation Started ☐ 4. Complete/ Established ☐ 5. N/A

Describe:

f. Data Collection/Evaluation. Systematic and ongoing data collection to measure participation and evaluation measures.

☐ 1. Not Started ☐ 2. Planning Phase ☐ 3. Implementation Started ☐ 4. Complete/ Established ☐ 5. N/A

Describe:

g. Quality Assurance. Methods in place to ensure project services are being delivered as intended, and with fidelity to evidence-based model(s).

☐ 1. Not Started ☐ 2. Planning Phase ☐ 3. Implementation Started ☐ 4. Complete/ Established ☐ 5. N/A

Describe:

1.3 Status of Grant Agreement Goals & Objectives

Enter the goals and objectives identified in your grant agreement (these will be the same across your grant period). Please provide updates for each goal/objective listed related to the reporting period.

GOAL 1
Objective 1a.
Objective 1b.
Objective 1c.
1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges ?

GOAL 2
Objective 2a.
Objective 2b.
Objective 2c.
1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges ?

GOAL 3
Objective 3a.
Objective 3b.
Objective 3c.
1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges ?

SAMPLE

SECTION 2: STATEWIDE EVALUATION REPORTING

2.1 Description of Grantee Project

This section is for you to describe your project type and the services you will provide to participants. We also ask you to describe what “successful completion of services” means in terms of individuals participating in your project. For most grantees, the information on this page will stay the same throughout your grant.

a. Project Type (Select all that apply)	
<input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4 <input type="checkbox"/> Type 5 <input type="checkbox"/> Type 6
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Type 7 <input type="checkbox"/> Type 8 <input type="checkbox"/> Other (describe): _____ </div> <div style="width: 45%;"></div> </div>	
b. Placement Criteria & Assessment	
i. Describe process or criteria used for identifying a participant's eligibility for enrollment.	
ii. Are participants enrolling in your project formally assessed by either your project, a project partner, or a referring agency in terms of identifying their specific needs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the assessment used. If no, describe how participant needs/services are determined after they are enrolled in your project:	
c. Participant Services	
Please select the primary services provided to participants as a part of your project. (Select all that apply)	
<input type="checkbox"/> Service A <input type="checkbox"/> Service B <input type="checkbox"/> Service C <input type="checkbox"/> Service D <input type="checkbox"/> Service E <input type="checkbox"/> Service F	<input type="checkbox"/> Service G <input type="checkbox"/> Service H <input type="checkbox"/> Service I <input type="checkbox"/> Service J <input type="checkbox"/> Other (describe): _____ <input type="checkbox"/> Other (describe): _____
d. Successful Completion of Services	
Describe the measurable milestone your project uses to determine when a participant has successfully completed services. Note that you will use this definition for identifying those participants who “successfully complete” your project in Section D below.	

2.2 Participant Reporting

This section is for you to report how many participants enter your project, receive services, and/or exit during the reporting period. For the purposes of the QPR reporting, “enrollment” is defined as a participant entering into services for the first time (i.e., participants can only be “enrolled” once).

Participants who re-start services in the current reporting period are considered “re-entry”, if they have been reported in a previous QPR as exited. Report re-entry participants based on whether this is their 2nd or 3rd time (or more) restarting services. Likewise, when reporting those participants exiting during the reporting period, please break out the totals for participants exiting services for the 1st, 2nd, or 3rd (or more) time.

A. ENROLLMENT & RE-ENTRY

Entry into Services	All Entries	1 st Time Enrolled	2 nd Time Entry	3 rd Time Entry
1. Total entries into project this period				
2. Total referrals into your services (source)				
a. Source A				
b. Source B				
c. Source C				
d. Source D				
e. Source E				
f. Source F				
g. Source G				
h. Source H				
i. Source I				
j. Other				
3. Point of diversion (total)				
a. No contact with law enforcement				
b. Informal contact with law enforcement				
c. Pre-adjudication				
d. Post-adjudication				
e. Unknown				
4. Participation status (total)				
a. Mandated				
b. Voluntary				
c. Unknown				

B. PARTICIPANT DEMOGRAPHICS and PROFILES at ENTRY

Record the demographics of participants when they enroll in or re-enter your project.

1. Age Groups	All Entries	1st Time Enrolled	2nd Time Entry	3rd Time Entry
a. 12 years or younger				
b. 13-17 years				
c. 18-24 years				
d. 25 years or older				
e. Unknown/Did not collect				
TOTAL				

2. Gender	All Entries	1st Time Enrolled	2nd Time Entry	3rd Time Entry
a. Female				
b. Male				
c. Non-binary/3rd Gender				
d. Prefer to Self-Define				
e. Prefer Not to State				
f. Other				
g. Unknown/Did not collect				
TOTAL				

3. Race/Ethnicity	All Entries	1 st Time Enrolled	2 nd Time Entry	3 rd Time Entry
a. American Indian/Alaska Native				
b. Asian (Total)				
Asian: Chinese				
Asian: Japanese				
Asian: Filipino				
Asian: Korean				
Asian: Vietnamese				
Asian: Asian Indian				
Asian: Laotian				
Asian: Cambodian				
Asian: Other				
c. Black or African American				
d. Hispanic, Latino, or Spanish				
e. Middle Eastern/North African				
f. Native Hawaiian/Pacific Islander (Total)				
NH/PI: Native Hawaiian				
NH/PI: Guamanian				
NH/PI: Samoan				
NH/PI: Other				
g. White				
h. Other identified ethnic origin, ethnicity, or race				
i. Multi-ethnic origin, ethnicity or race				
j. Decline to state				
k. Unknown/Did not collect				
TOTAL				

B. PARTICIPANT DEMOGRAPHICS and PROFILES at ENTRY (continued)

4. Education Status	All Entries	1st Time Enrolled	2nd Time Entry	3rd Time Entry
a. Enrolled in school (Total)				
<i>Middle school/Junior high</i>				
<i>High school</i>				
<i>Other school/training</i>				
b. Not enrolled in school (Total)				
<i>High school diploma or GED</i>				
<i>Did not graduate</i>				
<i>Other</i>				
c. Unknown/Did not collect				
TOTAL				

5. Employment Status	All Entries	1st Time Enrolled	2nd Time Entry	3rd Time Entry
a. Student <i>not looking for employment</i>				
b. Employed <i>not looking for employment</i>				
c. Employed <i>looking for additional/other employment</i>				
d. Not employed <i>looking for employment</i>				
e. Other <i>not employed, not in school but not looking for employment due to treatment, disability, etc.</i>				
f. Unknown/Did not collect				
TOTAL				

6. Housing Status	All Entries	1st Time Enrolled	2nd Time Entry	3rd Time Entry
a. Living with parent/s				
b. Living independently				
c. Living with relatives (not in foster care)				
d. Living in out-of-home care through Child Welfare or Probation				
e. Living in Foster Care				
f. Living in a car, on the street, an abandoned building, or tent				
g. Doubled up/couch surfing				
h. Other				
i. Unknown/did not collect				

7. Assessed Risk Status*	All Entries	1st Time Enrolled	2nd Time Entry	3rd Time Entry
a. Low				
b. Medium				
c. High				
d. Not Assessed				
e. Other				
TOTAL				

*It is recommended but not required that grantees assess risk status with a standardized testing instrument.

C. PARTICIPATION in SERVICES

C1. Participation during Reporting Period

Record the total number of participants participating in each relevant service during the reporting period, based on their enrollment/entry status. Participants exiting during the reporting period should also be included in the total if they were actively participating any time during the quarter (e.g., end of the semester, project cycle). The same participant can be reported across different services. The purpose of this table is to provide a 'snap-shot' of participation by service type during the reporting period.

Participant Services	All Entries	1st Time Enrolled	2nd Time Entry	3rd Time Entry
a. Service A				
b. Service B				
c. Service C				
d. Service D				
e. Service E				
f. Service F				
g. Service G				
h. Service H				
i. Service I				
j. Service J				
k. Other:				
l. Other:				

C2. Annual Participation [Reporting only in Quarter 4 – example only]

Record the total number of participants who participated in each service during at least one quarter in the grant year. This total should be an unduplicated number of participants for each service (for example, if a participant received Service H in Q1 through Q4, this individual should only be counted once in the Service H annual total).

Annual Participation	Total		Total
a. Service A		g. Service G	
b. Service B		h. Service H	
c. Service C		i. Service I	
d. Service D		j. Service J	
e. Service E		k. Other:	
f. Service F		l. Other:	

D. PARTICIPANT EXITS

Please record the total number of participants that formally exited your project during the reporting period. Then, please specify which of those participants exited for the first time and which were exiting the 2nd or 3rd time. For participants that have exited four or more times, please report each subsequent exit as an additional 3rd time exit.

Exits during Reporting Period	All Exits	1 st Time Exits	2 nd Time Exits	3 rd Time Exits
1. Total participants exited during period				
Primary reason for participant exit				
a. Successful Completion				
b. Dropped Out/Lost Contact				
c. Non-compliant (asked to leave)				
d. Arrest/incarceration				
e. Services not appropriate for participant				
f. Other				
g. Did not collect				

E. EXITING PARTICIPANT DEMOGRAPHICS (at time of entry)

For participants exiting your project, please record their demographic information at the time of their entry. For example, if a participant entered your project when they were 17 years old, and exited when they were 20 years old – you would still count them in the “13-17 years” line.

1. Age Groups	All Exits	1 st Time Exits	2 nd Time Exits	3 rd Time Exits
a. 12 years or younger				
b. 13-17 years				
c. 18-24 years				
d. 25 years or older				
e. Unknown/Did not collect				
TOTAL				

2. Gender	All Exits	1 st Time Exits	2 nd Time Exits	3 rd Time Exits
a. Female				
b. Male				
c. Non-binary/3rd Gender				
d. Prefer to Self-Define				
e. Prefer Not to State				
f. Other				
g. Unknown/Did not collect				
TOTAL				

E. EXITING PARTICIPANT DEMOGRAPHICS (continued)

3. Race	All Exits	1st Time Exits	2nd Time Exits	3rd Time Exits
a. American Indian/Alaska Native				
b. Asian (Total)				
<i>Asian: Chinese</i>				
<i>Asian: Japanese</i>				
<i>Asian: Filipino</i>				
<i>Asian: Korean</i>				
<i>Asian: Vietnamese</i>				
<i>Asian: Asian Indian</i>				
<i>Asian: Laotian</i>				
<i>Asian: Cambodian</i>				
<i>Asian: Other</i>				
c. Black or African American				
d. Hispanic, Latino, or Spanish				
e. Middle Eastern/North African				
f. Native Hawaiian/Pacific Islander (Total)				
<i>NH/PI: Native Hawaiian</i>				
<i>NH/PI: Guamanian</i>				
<i>NH/PI: Samoan</i>				
<i>NH/PI: Other</i>				
g. White				
h. Other identified ethnic origin, ethnicity, or race				
i. Multi-ethnic origin, ethnicity or race				
j. Decline to state				
k. Unknown/Did not collect				
TOTAL				

2.3 Participant Outcomes

Please record the total number of participants who exited this reporting period AND demonstrated positive changes. More than one outcome may be reported for an individual, as appropriate. Please note that you should only report a **measurable positive change** for any outcome category. Those participants for whom the outcome was not measured, or who did not show a measurable positive change, should not be included in the totals. For example, if an individual enters and exits your project with Outcome D, it is not appropriate to report a positive outcome for this participant in terms of housing status. Outcomes reported should be relevant to both the participant and the services provided.

Project Outcomes (# of participants)	All Exits	1 st Time Exits	2 nd Time Exits	3 rd Time Exits
a. Participants exiting with Outcome A.				
b. Participants exiting with Outcome B.				
c. Participants exiting with Outcome C.				
d. Participants exiting with Outcome D.				
e. Participants exiting with Outcome E.				
f. Participants exiting with Outcome F.				
g. Participants exiting with Outcome G.				
h. Participants exiting with Outcome H.				
i. Participants exiting with Outcome I.				
j. Other:				
k. Other:				

Save your completed form with the reporting quarter
and your grantee name, like this:

Y1Q1-GranteeName