

**INSTRUCTIONS FOR COMPLETING
THE QUARTERLY PROGRESS REPORT FY2006**

Comprehensive Community Corrections Act and Pretrial Services Act Programs

These are instructions for completing the Quarterly Progress Report for local community-based probation and pretrial services agencies. Effective September 30, 2005, you are required to submit your QPR through the DCJS automated GMIS system using the revised FY2006 Quarterly Progress Report. The form is available on the DCJS website at www.dcjs.virginia.gov.

The FY2006 QPR includes the following five (5) parts:

1. The Quarterly Progress Report
2. Staffing Information Attachment
3. The Community-Based Probation Program Status Report
4. The Pretrial Services Program Status Report
5. The Subgrant Financial Report for Project Income

Important: Only one (1) Quarterly Progress Report may be uploaded per grant number/administrative agent. Localities that split administration of pretrial and local probation¹ must coordinate the creation and submission of the report in order to upload one (1) report that covers the **entire** grant for the reporting period.

General Instructions

1. Reports are due by close of business (COB) on the 12th working day after the end of each quarter and at the end of each fiscal year. Reports are required even if no activities have occurred during the quarter. If your reports are going to be late, you must notify DCJS in **writing** prior to the due date.
2. All applicable parts of the report must be completed. If the section is not applicable, indicate this by writing N/A. The only exceptions are
 - a. if the program does not receive funding for pretrial services, then the “Pretrial Services Program Status Report” does not need to be completed, or
 - b. if the program is not approved to collect intervention/supervision fees, the “Report for Project Income” does not have to be completed

Program Information

1. **Subgrantee:** Enter the name of the fiscal and administrative agent (the locality, not the program, organization, or jail name).
2. **Grant Number:** Enter the current grant number under which you are receiving funding.
3. **Project Title:** Enter “CCCA/PSA,” “CCCA,” or “PSA”
4. **Date of Report:** Enter the date you are completing the report.
5. **Grant Period:** Enter the beginning date of the current grant cycle.
6. **To:** Enter the ending date of the current grant cycle.
7. **Final Report:** Check “no” unless it is the final report for the current grant cycle.
8. **Date Project Completed:** Enter “N/A” in this section.
9. **Report Period Ending:** Check off the appropriate date for the end of the quarter being reported.

¹ As of August 2, 2005, this includes Albemarle, Arlington, Fairfax, Frederick, Norfolk, Richmond, and Virginia Beach.

10. **Program Administrator:** Enter the name of the city manager or county manager or administrator as the administrative agent.
11. **Project Director:** Enter the name of the person as noted on the grant application.

Program Activities and Issues

This section is self-explanatory, however please note the following:

1. Check the all boxes that are appropriate.
2. Include **all** staff in the staff change attachment.
3. For question #6 & 7, please specify the type, date, and subject of media coverage. Send any news clippings under separate cover.
4. For #12 - technical assistance or special training, please list your non-PTCC needs. If you need PTCC technical assistance or PTCC helpdesk assistance, please contact the PTCC Helpdesk directly.
5. Use additional paper if necessary to respond to the questions.

Program Status Forms

Information for the Status Reports may be obtained from the monthly report as noted on the form. Please report on the program targets for both misdemeanor and felons (except as noted on the forms for local community-based probation) for each of the appropriate programs.

Fill in the Subgrantee/Locality Name, current grant number, date, and check the appropriate quarter.

Report for Project Income Forms

This form is to be used only for those agencies that are currently approved by DCJS to collect intervention/supervision fees. Detailed instructions are available on the DCJS website at www.dcjs.virginia.gov.

The quarterly progress report forms are available on the DCJS website: www.dcjs.virginia.gov. Please download the FY2006 all-inclusive form and delete all previous versions of the QPR and target forms.

DO NOT RECREATE THIS FORM – MODIFIED FORMS WILL NOT BE ACCEPTED.

If you have any questions please contact Paula Harpster at paula.harpster@dcjs.virginia.gov.