

Byrne-JAG (Non-SRO)/Anti-Gang Grants Quarterly Progress Report

Department of Criminal Justice Services
202 North Ninth Street Richmond, VA 23219
(804) 786-4000

Grantee:	Grant Number:
Project Director:	Person completing this report:

This report provides information for the following quarter:

Jan 1 – Mar 31 ____

Apr 1 – June 30 ____

July 1 – Sept 30 ____

Oct 1 – Dec 31 ____

Reported information should reflect activities and accomplishments that have occurred during this reporting period only. Submit a detailed narrative for each grant objective, following the format below.

I. OBJECTIVE 1: PROGRAM ACTIVITIES, EVALUATION, AND ISSUES NARRATIVE

- State the first approved objective from your grant application.
- Present **detailed**, dated information on each implementation activity that was initiated, furthered, or completed this quarter for this objective.
- Provide evaluation plan documentation and data gathered this quarter for this objective.
- Provide a detailed explanation of any program issues or obstacles encountered this quarter for this objective.
- Describe any changes you have made this quarter to projected activities for this objective.
- Describe any changes you have made this quarter to workplan time frames for this objective.

OBJECTIVE 2: PROGRAM ACTIVITIES, EVALUATION, AND ISSUES NARRATIVE

- Repeat the format listed above for each of your grant objectives.

II. SUPPLEMENTARY INFORMATION

- You may include supplementary documents, articles, handouts, etc., to explain your progress toward grant objectives. Refer to Section 6 of the GMIS Online Manual for instructions on uploading progress reports.

III. FINAL QUARTERLY PROGRESS REPORT

- Your final quarterly progress report narrative must provide information about the final quarter's activities and accomplishments. It also must include a cumulative summary of your grant project.

IV. QUARTERLY WORKPLAN STATUS TABLE

Complete the Quarterly Workplan Status Table. **Use the format provided below.** Under the "Objective" column, list each grant objective. Under the "Activity Documentation" column, briefly describe the progress made toward implementing each objective during this reporting period. Provide any relevant evaluation documentation and data. Under the "Status of Activities" column, list the status of each objective or activity as initiated, ongoing, partially completed, or completed.

Objective	Planned		Actual		Activity Documentation	Status of Activities
	Begin	End	Begin	End		
1. State 1 st grant objective						(e.g. initiated, partially completed, ongoing, completed)
2. State 2 nd objective...						
3. etc.						

To submit your quarterly progress report, you are required to use DCJS' Grants Management Information System (GMIS) Online, a web-based system. To access GMIS Online, you must obtain a user name and password from DCJS Grants Administration via e-mail at GrantsWeb@dcjs.virginia.gov

To submit progress reports online through the Grants Management Information System (GMIS), refer to the GMIS Online Manual <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>

Reports are due by the 12th working day following the close of the quarter covered in the report. Progress reports are required even if no activity occurred.