

INSTRUCTIONS FOR COMPLETING OJP CATEGORICAL ASSISTANCE PROGRESS REPORTS

Grantees are required to submit Progress Reports on project activities and accomplishments. It is expected that reports will include data appropriate to this stage of project development and in sufficient detail to provide a clear idea and summary of work and accomplishments to date. The following should be observed in preparation and submission of progress reports:

- a. **Due Date.** Reports are due on a semi-annual basis as follows
- | Reporting Period: | Due Not Later Than: |
|-------------------|---------------------|
| Jan 1-June 30 | July 30 |
| July 1-Dec 31 | Jan 30 |
- A final report is due 90 days following the close of the grant period or any extension thereof.
- b. **Submission.** Grantees shall submit to OJP Office of the Comptroller an original and one copy of quarterly progress reports and an original and three copies of final progress reports. Reports should be mailed to:
- Office of Justice Programs
Office of the Comptroller / Control Desk
810 Seventh Street, NW
Washington, DC 20531
- c. **Form and Execution.** Grantees should use OJP Form 4587/1 as a face sheet. If continuation pages are needed, plain bond paper is to be used. The report is to be signed by the person designated as project director on the grant application or any duly designated successor.
- d. **Reporting Requirements.** The reporting requirements are intended to provide the grantor agency with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring, progress reports must be keyed to the grant implementation plan provided in Part IV of the grant application. Specifically, the report should:
1. Indicate the status of each goal which was due for completing during a previous report quarter but carried over due to implementation or other problems.
 2. State the status of each goal scheduled to be achieved during the report period.
 3. State the corrective action planned to resolve implementation problems and state the effect of these problems on the remaining schedule for achieving remaining project goals.
 4. If appropriate, identify changes needed in the implementation plan specified in Parts III and IV of the grant application to overcome problems. Changes which alter plans and/or goals set forth in Part III or IV of the application require prior grantor agency approval and the issuance of a Grant Adjustment Notice.
 5. State what technical assistance the grantor agency might provide during the coming quarter to help resolve implementation problems. If technical assistance has been provided to resolve implementation problems, state the problems (or tasks) addressed and the results (or impact) of the assistance provided.
 6. Based on the performance measures in the grant application (implementation plan), indicate in quantitative terms the results (of the project) achieved both during the reporting period and cumulative-to-date. Explanatory and qualifying statements will be helpful here, especially if project objectives have changed.
- e. **Special Requirements.** Special reporting requirements or instructions may be prescribed for categorical projects in certain program or experimental areas to better assess impact and comparative effectiveness of the overall categorical grant program. These will be communicated to affected grantees by the agency.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the U. S. Department of Justice, Office of Justice Programs, 810 Seventh Street, N.W., Washington, D.C. 20531; and to the Public Use Reports Project, 1121-0140, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503. Do NOT send completed Progress Reports to OMB.