

**INSTRUCTIONS FOR COMPLETING OJP CATEGORICAL/DISCRETIONARY
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 – 30 calendar days after June 30 and December 31 – for the life of the grant as follows:

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|--------------------------|---------------------------|
| <u>Reporting Period:</u> | <u>Due No Later Than:</u> |
| January 1 - June 30 | July 30 |
| July 1 - December 31 | January 30 |

A final progress report is due 120 days following the close of the grant period or any extension thereof.

b. **Submission.** Grantees shall submit to:

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| Office of Justice Programs | or | FAX: (202) 353-8475 |
| Office of the Comptroller/Control Desk | | |
| 810 7 th Street, NW | | Email: ask.oc@usdoj.gov |
| 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. It should be noted that 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 noted in this section are designed to provide the grantor agency with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring of the grant, progress reports must be keyed to the grant implementation plan provided in the grant application. Specifically, the report should:

1. Indicate the status of each goal which was due for completion during a previous reporting period but carried over due to implementation or other problems.
2. State the status of each goal which was scheduled to be achieved during the report.
3. State the corrective action planned to resolve implementation problems and state the effect of these problems on the remaining schedule for achieving the project remaining goals.
4. If appropriate, identify changes which are needed in the implementation plan specified in the grant application to overcome problems. Changes which alter plans and/or goals set forth in the application require prior grantor agency approval and issuance of a Grant Adjustment Notice (GAN).
5. State what technical assistance the grantor agency might provide during the sent six month period to help resolve implementation problems. If technical assistance have 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 set forth in the grant application (implementation plan), indicate in quantitative terms the results (of the project) achieving 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 the impact and comparative effectiveness of the overall categorical grant program. These will be communicated to affected grantees by the agency.

Public Reporting Burden. Paperwork Reduction Act Notice. Under the Paper Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this progress report is 120 minutes per progress report. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of the Assistant Attorney General, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531.