



**Utah Commission on Criminal and Juvenile Justice**  
101 State Capitol  
Salt Lake City, Utah 84114  
(801) 538-1031  
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## **INSTRUCTIONS FOR COMPLETING GRANT PROGRESS REPORT**

This form was developed in WordPerfect 6.0 and Microsoft Word tables format to eliminate the need to manually type your reports. To use this file you must have Microsoft Word or WordPerfect for Windows version 6.0 or higher.

You will notice the format of this form is the same as the paper forms found in the Grant Management binder. To complete the report, follow these instructions:

- A) Access the Progress Report Form by logging into the CCJJ web site ([www.justice.utah.gov](http://www.justice.utah.gov)). Scroll down the page to the "Grants" section and click on "Grant Forms". Select the Progress Report Form that is compatible with your operating software.
  
- B) Fill in the cells containing Agency and Report information
  1. Subgrantee name
  2. Assigned CCJJ Grant Number (please be sure it is the current year's number)
  3. Report Number (1-4 or Final)
  4. Implementing Agency name
  5. Period Covered (month to month)
  6. Project Title
  7. Amount of money granted
  8. Check the appropriate box indicating the type of report.
  9. Printed name and phone number of the project director.
  10. Report must be signed by preparer.
  11. Date that the report was prepared.
  
- C) Complete the narrative report in Section 12. The document will expand automatically to accommodate the size of the report. It should include the following:
  1. List each project objective as outlined in the grant application and report on the progress and status of each. This will include program activities as well as supporting statistics. The report should cover the completed quarter AND previous reported quarters.
  2. State any problems that kept the project from reaching its goals and objectives. A corrective action plan should be identified to resolve implementation problems and state the effect of these problems on the remaining schedule of project goals and objectives.
  3. If the corrective action plan requires changes to the original grant proposal, a Grant Change Request Form must be submitted and approved by CCJJ. The proposed changes should be explained and supported thoroughly.
  4. Report on the status of each goal or objective for which a corrective action plan was written in a previous report.
  5. Indicate what technical assistance CCJJ might provide during the coming quarter to help resolve implementation problems. If technical assistance has been provided to resolve implementation problems, state the problems addressed and the results of the assistance provided.

## OTHER INFORMATION

- A. Due Dates: Progress Reports are submitted by subgrantees at least quarterly and at the end of the grant cycle (Final Report). Reports are due 30 days after the close of each quarter. The final report is due 90 days after the close of the grant period or any extension thereof.
- B. Progress reports should be submitted per instructions provided by your grants manager. If you are electronically submitting your report, the signed original must be kept with your grant records and available for inspection.
- C. The 4<sup>th</sup> Quarter Report may not be substituted for the Final Report. The 4<sup>th</sup> Quarter report identifies those accomplishment for that quarter. The Final Report identifies the accomplishments of the grant for the entire year.
- D. Progress Reports afford subgrantees the opportunity to highlight their progress or any other major program accomplishment. It is also an opportunity (*also a previous typo*) to evaluate and request assistance in areas of need.
- E. Please direct any questions about the content of this report to the assigned Grant Manager.
- F. Technical questions about the how to complete this report should be addressed to:  
Doreen Weyland, Grants Specialist  
101 State Capitol  
Salt Lake City, Utah 84114  
(801) 538-1372  
[dweyland@utah.gov](mailto:dweyland@utah.gov)