



Tips for writing a Progress report

(also referred to as a CAPR- Categorical Assistance Progress Report)

1. **Clarify which of the required reports this is and know what this report's purpose is.**

OJJDP requires 3 different types of reports from grantees. A description of the three types are below:

FFR- is a financial report detailing quarterly expenditures.

CAPR- this is a twice yearly narrative progress report on the goals and objectives of your program. This report is reviewed closely by your program manager to determine that adequate progress is being made by your individual program and/or to determine additional needs for training and technical assistance for your program.

DCTAT- this is a quantitative report that fulfills the government wide Government Performance and Results Act of 1993 (GIPRA) mandate. Grantees are provided additional training about completing this requirement. The DCTAT report is filled out online twice yearly and then it is attached to your CAPR in the Grants Management System where you submit your CAPR.

2. **Get your Progress Report in on time.**

Leave yourself plenty of time to submit your report, particularly if you are new to using the GMS system. If you have any trouble getting your progress report in, be sure to reach out to your program manager right away so that they know the reason for the delay. The Grants management system (GMS), where your report is submitted, will automatically freeze your funds once your report is overdue. Once your funds are frozen, there is nothing a program manager can do to release your funds. The award funds will be released once your report is submitted, but a history of late reports is recorded in GMS and reflects poorly on your programs capacity to manage future funding.

3. **Reach out to your Program Manager.**

Take the time to reach out and have a conversation at the Strategic planning meeting or other events where your Program Manager is present. Feel free to ask if there is specific information that your program manager is looking for in the CAPR report that you submit. If you are unable to meet in person, exchange an email or phone call with them.

4. **Use the template that was provided in the New Grantee Orientation.**

The template provided in the new grantee orientation contains the specific questions that your Program Manager needs to have completed in order to approve your report. If you are confused about what is meant by the questions on the report template, reach out to your program manager

and/or your Technical Assistance Specialist who is there to work with you on your individual report. If you are new at writing reports, you may want to request that your Technical Assistance Specialist review a draft of your report and provide you feedback before you submit it.

5. Complete and attach the DCTAT report that is generated from your online reporting.

Your Program Manager needs to see that you have completed the DCTAT in order to approve your progress report. If you accidentally forget to attach it to your progress report in GMS, send it via email to your Program Manager.

6. Make sure all the goals and objectives that were in your application are represented in your report.

You should make sure that each goal and objective that was in your application appears in every report. Write about any progress made towards your program's goal in the reporting period. This is your chance to provide important individual details that help your Program Manager understand your program. Reporting no activity is also important- this is common in the first reporting cycle before budgets are cleared or key staff people hired. Please remember to provide an explanation during times when there is no activity.

7. If your programs goals and objectives have changed since your initial application, make sure the most current goals and objectives are the ones you are reporting on in your progress report.

It may be that the goals and objectives of the program shift because of changes in your community or as a result of the work that happens at the strategic planning meeting. In these cases, you will need to discuss with your program manager whether or not a Grant Adjustment Notice will be needed to approve a change in the scope of the program. Regardless of whether a GAN is needed or not, be sure to clarify in your report if/when your goals change and be sure to report on your most current goals.

8. Use the report as a chance to reflect on the program's goals, and tell the story of it's successes and challenges.

The best reports are ones that could be used beyond the mandatory OJJDP reporting. The report asks that you find clear and creative ways to articulate what the program's goals are, what progress has been made towards them, what difficulties the program is encountering and what strategies the program is using to get around those difficulties. If the program uses the reporting to reflect on those things, and documents the reflections adequately a narrative will be created that you can use with other funders, your advisory board, your tribal council, parents and youth and other community partners to let them know what is currently happening and to build support and engage people in the program.

9. Let the progress report accurately reflect the range of things that your program is doing.

If your program has encountered a lot of obstacles and difficulties along the way, tell that story in the progress report so that your Program Manager has a sense of what is really happening in your community. If your program has had unexpected victories that may be in areas that don't directly relate to your original goals, express them as well.

10. Provide clarification, especially when referring to different aspects of your program.

For instance, if you are reporting on the total number of youth served in your program- it's useful to provide an explanation of what constitutes the total number (Example: 10 youth participated in afterschool program, additional 100 youth attended at least one 2 hour educational presentation at their school for a total of 110 youth served) When in doubt, give additional detail in your report to help us understand how your program works.