

CONTRACTOR QUARTERLY REPORT

~REQUIREMENTS AND INSTRUCTIONS~

Please review the instruction below prior to completing your progress report. Staff consultation and technical assistance is available, if requested.

A. SUBMISSION REQUIREMENTS

1. E-mail (1) electronic version of the Quarterly Report to your contract monitor (see “Contract Monitor” list for contact information)

B. FORMS AND ATTACHMENTS

The following master forms and attachments are to be used in the completion of your progress reports. Please use these forms or a reasonable facsimile. Make copies as necessary.

NOTE: A CD containing the following forms is included.

- Coversheet
- Narrative: Scope of Work Activity Issues
- Evaluation Reporting Form: Results Based Outcomes for each Intervention
- Direct Service Activity Sheet(s)
- Fiscal Reporting Forms:
 - Expenditure Reporting Form (Quarterly)
 - General Ledger Print Out (Quarterly)
 - Allocation Description (Annually)

C. INSTRUCTIONS FOR COMPLETING

1. **Cover Sheet:** Complete the required information as indicated. Be sure to enter the agency name and contract number as it appears on your contract.
2. **Evaluation Reporting Form: Result Based Outcomes for each Intervention**
Results Based Outcomes assess the overall effectiveness of a program in producing positive changes or impact in a community or population. Its principal purpose is to determine whether changes have occurred over time in the areas defined in the evaluation goals and if the changes can be attributed to the program.

Report quarterly results of all performance measures for each intervention included in your contract by indicating the number of recorded results for each performance measure on your Evaluation Reporting Form:

- a. Each quarter you will be asked to enter the unduplicated results for that quarter in the “**Result (Quarterly)**” column;
- b. Enter the cumulative results of the current and previous quarters in the “**Result (Year-to-date)**” column;
- c. And any comments or explanations in the “**Comments**” column.

3. **Direct Service Activity Sheet:**

You will be asked to enter unduplicated numbers for the demographic information of children, parents/guardians/other family member, and/or service providers for each quarter in the blue sections of the report.

Total number of service contacts for all participants will be reported for each quarter in the yellow section.

These reports are for quarterly data only. Our database will calculate the total for the year.

4. **Fiscal Reporting Forms:** (See “[Fiscal Reporting Requirements](#)” for details)

- a. **Expenditure Reporting Form** - When completing the “Expenditure Reporting Form” please fill in the blue areas provided in your report (file on CD). The totals will calculate automatically. Please record the payroll expense for each position paid for by Commission funding separately and the benefits for all positions combined.
- b. **GL Report** – Please submit a report generated from your general ledger accounting software, showing transaction detail that ties the amounts reported on the “Expenditure Reporting Form”. These reports are due quarterly.
- c. **Allocation Description** - Most agencies will have shared costs for budget items such as rent, utilities, telephone, etc. Please provide the Commission with a description of the allocation method used by your agency to distribute shared costs expenditures. This report is due with your 1st quarter reports.

5. **Narrative: Challenges and Barriers, Strategies, Successes, New Developments and TA Needs during this Report Period.**

- a. Complete using the following format:

I. **Scope of Work Activities**

- i. **Challenges and Barriers**
Discuss any challenges and barriers your project encountered in completing specific objectives of the Scope of Work during the report period.
- ii. **Strategies to Overcome Challenges and Barriers**

Discuss any strategies developed or used to overcome the above challenges and barriers. If solutions are not evident, discuss why this is the case. If a specific solution is evident, but for some reason unattainable, indicate this also.

iii. Successes

Discuss any Scope of Work successes related to your objectives and/or your specific project.

II. Evaluation Issues

Discuss any difficulties or issues with evaluating interventions or any other evaluation challenges/successes (e.g., difficulties with the forms, consolidating data, running reports, etc.).

III. Major Programmatic Changes and Developments

Discuss any major programmatic changes and developments (e.g., loss of staff, change in program strategies, decrease in staff hours, timeline changes, etc.).

IV. Technical Assistance Needs

Discuss any Technical Assistance that you need from your contract monitor to assist you in overcoming any challenges, barriers or issues.

- b. See section “Forms” for an example of the format to be used to describe Challenges, Barriers, Strategies, etc.

6. **Additional Attachments**

Provide a list of your supplemental attachments included with your quarterly report. Supplemental attachments may include:

- Copies of articles written about your agency or program in any media venue.
- Items developed by your agency with Commission funds or with other grants or funding streams that compliment the services or programs reported in this quarterly report (e.g., business plan, sustainability plan, architectural plans, curriculum, etc.).



SUBCONTRACTOR QUARTERLY REPORT

Narrative: Challenges and Barriers, Strategies, Successes, New Developments and TA Needs during this Report Period as it pertains to the SOW.

Agency Name: _____ **Program Name:** _____

Reporting Period: July 1, 2008 to September 30, 2009

Scope of Work Activities:

I. Programmatic Issues

A. Challenges and Barriers

1. Our numbers are down for performance measure #1 because we were unable to access our target group due to summer break/ schools out of session.

B. Strategies to Overcome Challenges and Barriers

1. We worked more on performance measures 2 & 3 so that we would have more time next quarter to catch up on performance measure # 1 objective.
2. We also strategized other locations for accessing our target group and came up with additional sites. We went to those sites and were able to find 25 children to recruit into the Kinder Camp Program.

C. Successes

1. Our business plan was completed early so plans to open a childcare center are ahead of schedule.
2. Our outreach to different locations was successful.
3. We coordinated with X Agency and were able to make better use of both of our resources and client access.

II. Evaluation Issues

- A. We are having trouble collecting Intervention #4 performance measures data. Need to modify pre-post test to include # of minutes parents read to their children.

III. Major Programmatic Changes and Developments

- A. One position was eliminated due to budget cuts. The remaining parenting instructor will take on the additional workload, but project timelines and outcomes may need to be revised for Quarters 3 & 4.

IV. Technical Assistance Needs

- A. Assistance with revising timelines to reflect postponement/delay of some objectives due to staffing loss.
- B. Assistance with revising pre-post test to incorporate reading data.