CATEGORICAL ASSISTANCE PROGRESS REPORT
FY 1999 OPEN SOLICITATION GRANT PROGRAM

Grantee: _____
Grant #: _____
City/State: _____
Contact Person: _____
E-mail: _____
Reporting Period (✓): _____January 1 - June 30 (due July 30)
_____July 1 - December 31 (due January 30)

INSTRUCTIONS: For each of the sections below, please describe your efforts during the reporting period. Use the information you provide in this report as the foundation to describe further activity and accomplishments in future reports. For instructions on submitting your progress report, please refer to the BJA progress report web page at www.ojp.usdoj/gov/bja/disc-progreport.htm or call your Program Manager.

Section A: Project Status: Describe, as concisely as possible, the status of implementing your project. Address the following questions in your description and discuss obstacles to implementation as well as achievements:

- Is the program fully staffed?
- Has the physical location of your program been established?
- Is the program operational? (If yes, include date begun)
- Is there a change in the time line for implementation? (If yes, please submit revised time line with this report).
- What collaborative efforts have you undertaken?
- What plans have you made for sustaining this effort after funding has ended?
- Do you have technical assistance needs at this time? Please describe.

Section B: Goals and Intended Outcomes: For each goal and objective you identified in your application, describe your progress and activities during the reporting period..

Section C: Data Collection Efforts: To document and assess the effectiveness of your program, you must collect data. On the attached sheet entitled "Performance Indicators," there is a list of data indicators for your program. Please list each of those indicators and report the numbers completed and source of the data for each as shown in the sample below. If you have additional indicators or other indicators that you feel better measure your programs activities and effectiveness, please add them and provide the data. on your program activities.

Sample - Please include these three elements in reporting your data:

Measure: Number of cases referred to treatment provider	**Number**: 7	**Data source**: treatment provider intake records

Section D: System Changes and/or Program Effects: One primary goal of every BJA grant is to improve the criminal justice system through innovative approaches to solving problems. Please describe any fundamental system changes or effects your program has had as a result of the project you have implemented.

Section E: Other Information: Please include any other information you deem relevant to reporting your progress.