

**OFFICE FOR VICTIMS OF CRIME (OVC)
CHILDREN'S JUSTICE ACT PARTNERSHIPS
FOR INDIAN COMMUNITIES (CJA)**

**Outline and Instructions
for Preparing Progress Reports**

The following outline should be used as a guide for preparing the narrative progress report. The narrative should address the goals and objectives as outlined in your application and/or time-task plan. This information should be prepared as a separate document and then attached in the appropriate place in the GMS system. The Office of the Comptroller will forward a copy to the OVC grant manager.

IMPORTANT NOTE: If you are unable to submit the Progress Report via GMS, you must let Diane Payne (Tribal Law & Policy Institute) know immediately, and provide her with a copy of your report by fax or e-mail. You must also e-mail or fax it to the Grant Manager, Renee Williams at 202-305-2440 with an explanation of why you couldn't use the GMS system.

The progress report must be submitted twice a year for the reporting periods ending June 30 and December 31. The reports are due on January 30st and July 31st. See Part III, Chapter 11 of the OJP Financial Guide for further details.

I. Status of each goal/objective listed in the project implementation plan

This section should provide a comprehensive discussion of the status of each objective as well as the activities undertaken to achieve the objective during the six-month period.

II. Statement of implementation problems, corrective actions, and needed changes to the program implementation Plan

Include in this section, a detailed discussion of problems encountered in implementing the project and the corrective action taken or needed to resolve the problem. Describe the impact of these problems on the schedule for achieving the remaining objectives.

Also include in this section, a discussion of the objectives that were scheduled to be completed during a prior period, but were carried over due to implementation or other problems.

III. Statement of the technical assistance needed

Discuss any technical assistance the project might need from OVC or the technical assistance provider, and provide suggestions for obtaining it.

IV. Statement of the project results and achievements

This section should describe the results achieved by the project as they relate to the goals and objectives. For example, provide statistical information on the number of cases reported, investigated, and/or prosecuted in tribal, state, or federal court as a result of the grant. Training manuals, protocols, posters, handbooks, revised codes etc. should be discussed here, and a copy included with the report as attachments. You might also include important meetings held, with whom they were held, and the results of the meeting; include working relationships established, coordination efforts established and results of CPT/MDT meetings, etc.

V. Statement regarding the travel and scheduled training

This section should discuss the training and travel that took place during the reporting period and list any upcoming or specialized training that has been scheduled (i.e., law enforcement training on child sexual abuse). Include training agendas as attachments.

VI. Other information pertinent to the grant.

This section should include other important information not directly related to specific goals or objectives, but may have an impact on your program, (e.g. additional funding for treatment, 24-hour hotline, new building, etc).

Please remember to send a copy of your progress report and all attachments to Diane Payne, Children's Justice Specialist at the Tribal Law & Policy Institute – training and technical assistance providers for the CJA grant.

E-mail: diane@tribal-institute.org

Fax: 907-770-1951