



JUVENILE REHABILITATION ADMINISTRATION
PO BOX 45720
OLYMPIA WA 98504-5720
JUVENILE ACCOUNTABILITY BLOCK GRANT (JABG)
JABG PROGRESS REPORT

Instructions on back side of form.

1. GRANT AWARD CONTRACT NUMBER		2. DATE	3. REPORT NUMBER
4. SUBMITTED FOR REPORT PERIOD From: _____ To: _____		5. TYPE OF REPORT <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Special <input type="checkbox"/> Final report	
6. PROJECT TITLE			
7. SUBGRANTEE'S NAME			
8. TYPE OR PRINT PROJECT DIRECTOR'S NAME		TITLE	TELEPHONE NUMBER
9. PROJECT DIRECTOR'S SIGNATURE			DATE OF SIGNATURE

10. PROGRESS REPORT (ADD CONTINUATION PAGES AS REQUIRED)

a. Purpose areas:

b. Output indicators:

c. Short-term indicators:

d. Intermediate outcomes:

e. Narrative:

11. REVIEWED AND APPROVED BY JUVENILE REHABILITATION STAFF (SIGNATURE)	DATE
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JABG PROGRESS REPORT INSTRUCTIONS

Subgrantees are required to submit quarterly progress reports on project activities and accomplishments. Sufficient detail to determine stage of implementation, project changes, and impact must be included.

1. GRANT AWARD CONTRACT NUMBER: The number from your contract.
2. DATE: Enter the date the report was prepared.
3. REPORT NUMBER: Enter the sequential number (e.g., the first report is number 1, the second is number 2, etc.).
4. SUBMITTED FOR REPORT PERIOD: The first progress report is due on the date specified.
5. TYPE OF REPORT: Check the appropriate box. Although progress reports are due quarterly, it may be more convenient for some projects, especially those that submit monthly financial vouchers, to submit monthly progress reports.
6. PROJECT TITLE: The title of the project as it appears on the contract.
7. SUBGRANTEE'S NAME: The name of the agency or department as specified in the contract.
8. TYPE OR PRINT PROJECT DIRECTOR'S NAME: Enter the typed or printed name of the project director named in the contract or in a contract amendment.
TITLE: Enter the project director's title.
TELEPHONE NUMBER: Enter the project director's telephone number.
9. PROJECT DIRECTOR'S SIGNATURE: The project director, named in item 8 above, must sign.
10. PROGRESS REPORT: Continuation pages may be attached as necessary. Reporting should be cumulative and describe activities and accomplishments occurring during the reporting period and to date. These activities and accomplishments should include, but not be limited to, the following:
 - a) The purpose area selected from the list of 16 purpose areas provided in the handbook.
 - b) A minimum of one output indicator for each purpose area.
 - c) A minimum of one short-term outcome for each purpose area.
 - d) A minimum on one intermediate outcome indicator for each purpose area.
 - e) In narrative form, state which stage or phase of the project this report covers.