

Instructions for Completing Quarterly Program Progress Report

1. Reports are due on the 15th of the month after the last day of the previous quarter (10/15, 1/15, 4/15, 7/15) (Except for those school based activities which are reported at the end of the trimester/semester. They are due 15 days after the end of the trimester/semester). Completed reports will be required before the next month's funds can be disbursed.
2. Send completed reports to: Pam Bainbridge-Cowan, Commission on Children and Families, 155 N First, MS – 5, Hillsboro, OR 97124

Page 1

3. Complete the top of the form by listing: Agency name and address, the program funded by CCF, date report is completed, name and phone number of person completing the report, and the reporting period.
4. Column 1 – List each goal and objective as stated in attachment A and approved in the signed contract. You may abbreviate to save space, but do not just list the number.
5. Column 2 – State for each service objective and outcome objective, the actual progress completed to date. Ideally, as each report is completed in subsequent quarters, the progress to date will approach the total completion of the stated goal. Include the numbers of clients enrolled, numbers participating in each type of service, and numbers competing outcome objectives.
6. Column 3 – List the date that the goal, objective, outcome was met (completed). Typically this column will be used only for the final quarterly report or for activities with specific completion dates.

Page 2

Complete a brief narrative under each heading to describe:

1. Program, client overview.
2. Major accomplishments
3. Unanticipated issues.
4. Any problems you have had progressing towards any of the goals and objectives. Describe your solutions to these problems. Provide this information for each item where it applies. If it is anticipated that a particular goal and objective will not be completed by the end of the funding period put that information here.