

**GRANTEE PERFORMANCE PROGRESS REPORT (PPR)**

**Instructions:**

This report must reflect the activity documented in the corresponding grantee Financial Progress Report and Budget Narrative below. All reports, including any grantee specific addendum, are due according to the Division’s applicable Grant Administration Timeline. Please email all reports in their respective original formats, and attached to a single email, to [youthengagementgrants@hartford.gov](mailto:youthengagementgrants@hartford.gov). Note: Please preserve the formatting of this template.

**Section I: Grantee and Report Information**

<b>Grantee</b>	
<b>Partner Organization</b> (if any)	
<b>Program Name</b>	
<b>Person Submitting Report</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Reporting Period</b> (please check one)	<input type="checkbox"/> 1st Quarter (July 1, 2023 to September 30, 2023) <input type="checkbox"/> 2nd Quarter (October 1, 2023 to December 31, 2023) <input type="checkbox"/> 3rd Quarter (January 1, 2024 to March 31, 2024) <input type="checkbox"/> 4th Quarter (April 1, 2024 to June 30, 2024)
<b>Signature</b>	<b>Date</b>
Grantee signature above verifies the information has been reviewed and is correct.	

**Section II: Demographics of youth served**

<b>Number of unduplicated youth served</b>	<b>This quarter</b>	
	<b>Fiscal year to date</b>	

**Instructions:**

Provide the following demographics for all **unduplicated** youth served **this fiscal year to date**.

<b>Age</b>	<b>Count</b>	<b>Age</b>	<b>Count</b>	<b>Age</b>	<b>Count</b>
<1		9		18	
1		10		19	
2		11		20	
3		12		21	
4		13		22	
5		14		23	
6		15		24	
7		16		other	
8		17			

<b>Gender</b>	<b>Count</b>
Female	
Male	
Transgender	
Other	

<b>Ethnicity</b>	<b>Count</b>
African American	
Asian	
Bi-racial	
Caucasian	
Hawaiian or Pacific Islander	
Hispanic	
Multiracial	
Native American	
Other	

### **Section III: Major activities and accomplishments during this period**

#### **Instructions:**

Please provide narrative responses on this quarter's activities by utilizing the outcomes results framework from the original Request For Proposal as appropriate:

#### **How much did we do? (Our Effort)**

This includes: People served (# and characteristics) and activities to be conducted (#). Please refer to [http://www.raguide.org/3\\_11.shtml](http://www.raguide.org/3_11.shtml) for technical information and guidance on how to approach this section.

#### **How well did we do? (Our Effort)**

Common types of measures include "TASCS:" Timeliness of activities (%), Attendance levels (%), Satisfaction of participants (%), Cost per unit (\$), Standards (%)

#### **Who is better off? (Difference Made)**

This includes "BACKS:" Behaviors change (#/%), Attitudes shift (#/%), Circumstances change (#/%), Knowledge increases (#/%), Skills improve (#/%)

**Overall (Please specify whether the grantee or partner has conducted the activity described.)**

**By specific activity, per Contract Exhibit A**

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**Section IV: Problems encountered during this period**

**Overall (Please specify whether the grantee or partner has conducted the activity described.)**

**By specific activity, per Contract Exhibit A**

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**Section V: Activities planned for next reporting period**

**Overall (Please specify whether the grantee or partner has conducted the activity described.)**

**By specific activity, per Contract Exhibit A**

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**GRANTEE FINANCIAL PROGRESS REPORT (FPR)**

**Section I: Grantee and Report Information**

**Section II: Financial Activity**

**Instructions:**

For the above two sections please complete the accompanying **Grantee Financial Progress Report** in Excel.

**Section III: Budget Narrative**

**Instructions:**

The Budget Narrative must correspond to each line item in the budget, providing an explanation of how the costs benefit the program as well as the calculation of costs or value of in-kind services. Sufficient detail should be provided that your calculations may be reproduced by someone reviewing your report.

<b>Direct Program Expenses</b>
<b>Staff Salaries</b>
<b>Staff Fringe</b>
<b>Consultants / Hourly Rates</b>
<b>Technology</b>
<b>Program Supplies</b>
<b>Food/Basic Needs</b>
<b>Transportation</b>
<b>Other: [specify]</b>

<b>Other: [specify]</b>
<b>Other: [specify]</b>
<b>Indirect Costs/Direct Administrative Expenses</b>
<b>Staff Salaries</b>
<b>Staff Fringe</b>
<b>Consultants / Hourly Rates</b>