

INSTRUCTIONS FOR PREPARATION OF QUARTERLY PROGRESS REPORT

Recipients of State Justice Institute funds shall submit a quarterly progress report within 30 days of the close of each business calendar quarter, i.e., no later than April 30, July 30, October 30 and January 30. Each report shall include a narrative description of (1) project activities during the calendar quarter; (2) the relationship between those activities and the task schedule and objectives set forth in the approved application or an approved adjustment thereto; (3) any significant problem areas that developed and how they were or will be resolved; and (4) the activities scheduled during the next reporting period.