QUARTERLY NARRATIVE REPORT

Due: The 10th of the month following quarter end

Subrecipient Name					Region	
Contract Number						
Quarter	☐ 1	☐ 2	☐ 3	☐ 4	Program Year	
Program Name						

Describe progress in this quarter towards meeting each objective as stated in your Program Operating Plan. Describe any activities that were especially helpful in meeting your objectives.

Describe any obstacles in this quarter that you have encountered in reaching your objectives as stated in your Program Operating Plan. What is being done to overcome these obstacles?

What technical assistance and training have you received by SDWP and/or your Program Specialist? Is there additional technical assistance or training that you would like to request?

Have there been any key staffing changes during this quarter? If yes, please describe.

Are you currently working with a subcontractor? If yes, please describe the status of the subcontract and/or any obstacles. Did you monitor your subcontractor this quarter? If yes, please describe any findings and/or if the findings were closed.

Provide a Success Story for one of your participants. Include a photo with your submission. By submitting this information, you are confirming the participant has a signed Multimedia Release Form and is in their file.				
Participant Name		Participant Phone		
Participant Email		Supervisor Name		
Supervisor Phone		Supervisor Email		
Certificate received (if appl)		Can SDWP contact the participant directly?		☐ Yes ☐ No
What unique challenge(s) was the participant facing prior to entering your program?				
How did they hear about your program?				
How was the participant impacted by your program (e.g.,what types of training did they receive, what did they learn from the program, what did they like the best)?				
What is the participant doing now?				
What are their goals/plans for the future in their education and career pathway?				
Can they offer any takeaways or advice from working with this program?				
Additional comments				

SDWP Use Only:

Observations, Recommendations, and Program Specialist Review	