

## TITLE V NARRATIVE REQUIREMENTS

~ Reporting Periods ~

October 2016-March 2017 (Due March 20, 2017)

April 2017-September 2017 (Due September 18, 2017)

**Narrative Instructions** (subject to change per federal requirements)

Respond to each bullet in narrative form and send entire document as an email attachment.

Email to: [blase\\_b@cde.state.co.us](mailto:blase_b@cde.state.co.us)

- **Introduction:**  
Very briefly restate the purpose of your grant.
- **Target Populations and needs**  
Describe the program recipients and the needs that were addressed by the organization. Describe any additional target population(s) that were served. Include the unduplicated number of participants.
- **Implementation Plan**  
Describe how the organization addressed the needs of the target population(s):
  - ◆ **Major activities and accomplishments during this reporting period**
  - ◆ **Problems/obstacles**
    - Describe any deviations from the original project plan including actual/anticipated task completion dates, and special problems encountered or expected.
  - ◆ **Dissemination activities**
    - Briefly describe project related inquiries and information dissemination activities carried out over the reporting period. Itemize and include a copy of any newspaper, newsletter, magazine articles or other published materials considered relevant to project activities, or used for project information or public relations purposes. Use additional pages if needed.
  - ◆ **Significant findings and events**
  - ◆ **Other activities**
- **Monitoring**
  - Describe how the organization effectively monitored the work of each Title V employee(s), to assure program integrity to the proposed plan and the priorities of the State and of ACYF/FYSB.
  - To assure not to contradict the elements of section 510 (b)(2) **A-H elements**
  - That materials used by the organization does not contradict section 510(b)(2) A-H elements
  - That curricula and materials be reviewed for medical accuracy and grantees must comply with medical accuracy review requirements.
- **Objective Outcome Measure(s)**
  - Describe the organization's progress in reaching targets for its approved outcome measure(s).
  - Describe how the organization collected and analyzed data relevant to the proposed measure(s).
- **Objective Output Measure(s)**
  - Describe the organizations progress and any barriers in collecting and reporting data for all activities.
- **Budget**
  - Provide a detailed budget narrative which clearly demonstrates how the budget, matching funds and expenditures were used to accomplish the program goals.
  - The budget report should include an account of the full amount of funds expensed.
  - Describe how funds were used to support service recipient involvement.
- **Describe briefly training needs/suggestions/ideas addressing the needs through annual ACF conferences and/or during the local conference calls.**
- **Success stories or quotes from participants (include signed release if using names or photos)**
- **Activities planned for next reporting period**