

**DCCCD OFFICE OF STUDENT RETENTION**  
**AWARD PROGRESS REPORT**  
**(PLEASE SUBMIT THIS REPORT AS A WORD DOCUMENT)**

All retention award recipients are expected to submit a progress report for each award period (fall, spring, or summer semester, as appropriate), and a final report upon program completion. Submission deadlines will be provided by the Office of Student Retention. Updates should address the questions outlined below. This is a free-form WORD document. Please use the amount of space necessary to answer questions as fully as possible. Additional information in the form of attachments may also be included.

Information on the status of retention grants will be consolidated in future reports that will be shared with the Board of Trustees and district-wide. If it is determined that an awarded project is not making adequate progress, or that the project is not successful, additional funds may not be made available for the completion of the award period.

- Respond to **all** questions asked in this report, marking as “N/A” any that are not applicable to this award.
- Include **measurable** outcomes in the appropriate section, if available.

**Award Type (i.e., Seed, Replication, Planning, or Resource):** \_\_\_\_\_

**Program/Project Name:** \_\_\_\_\_

**Award Principal Coordinator:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Discuss program activities implemented during the current semester.**

**Discuss any obstacles in implementing the planned project and how they were addressed (e.g., training, staffing, etc.).**

**PROVIDE INFORMATION REGARDING PROGRESS TOWARDS AWARD GOALS AND OBJECTIVES, INCLUDING DATA THAT MEASURES IMMEDIATE OR LONG-TERM SUCCESS, IF AVAILABLE (i.e., preliminary information from formal evaluations or other sources).**

**Proposed changes for the next semester and why changes will yield better results (include changes to project scope, if appropriate).**

**Discuss any additional resources needed, including the amounts and purposes for the funds, and the plan to address funding shortfalls, if any.**

**Explain any unintended or unanticipated objectives that have been realized.**

## BUDGET UPDATE

Using either the budget page below, or a separate sheet that maintains the basic format, please provide an update showing the **total** approved project budget, and **cumulative** funds expended against the budget as of the dates of the semester/period for which you are reporting. Include **all** budget line items, even if no funds were expended against a particular line items (i.e., fill in \$0 expenditures for those line items, if appropriate). Use line item descriptions (e.g., salaries, stipends, supplies, etc.)—GL code numbers are not necessary.

[**Note: Reporting Period** (see below) in month/day/year should only include the dates of the **semester** for the **program activity being discussed in the program narrative section. Budget and Expenditures** against the award (see chart below), however, are **cumulative** from the first day of award implementation. Cumulative expenditures help in the determination of how much of the budget is remaining.]

**Total Award amount (Example: \$100,000)** \_\_\_\_\_

**Reporting Period (semester dates) of program activity (Example: 09/01/09 – 12/31/09)** \_\_\_\_\_

PERSONNEL EXPENSES	<u>Total Budget</u>	<u>All Expenditures against Budget</u>
ADDITIONAL DIRECT COSTS		
TOTAL:		

Please list any supplemented/matching funds that have been provided from sources other than the District Office (if applicable):

*Please return this progress report to Dr. Sharon L. Blackman, Office of Student Retention, via electronic mail.*