

Contract Number	Agency Name	Agency Area Code and Telephone Number ( ) —
Service Area (geographical)		Name of Program Coordinator/Contact Person
Program (services such as employment, education or case management)		
Program Cost for the Reporting Period \$	Reporting Period (check one) <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> /Final	
<b>Checklist of all required documents for the Program Narrative Report:</b> <input type="checkbox"/> Program Narrative Report (Form H2446) <input type="checkbox"/> Two RDC Performance Measures Reports (query for the reporting period and for the year to date) <input type="checkbox"/> Subcontractor reports (should be submitted using the <b>same</b> format containing two RDC reports and Form H2446) <input type="checkbox"/> Additional attachments (newspaper clippings, advertisement, etc.)		

**Instruction for the Program Narrative Report** — Please give a thorough narrative under the following categories. The narrative report can be as long as you wish. **Do not limit the report to a single page.** The report should be thorough and **extensive giving an analysis of program performance, trends and activities/events that occurred during the reporting period.** Remember to sign and date all narrative reports.

**A. Program Trends and Accomplishments**

Under this section, give a short narrative report (can be in bullet format) describing **significant accomplishments and program activities** (recommend using the project task charts or project work plan from the approved grant application). This section also may include any trends identified that may have impacted the program as well as information on the nationalities and characteristics of refugees served. **These trends can be identified from the analysis of your contract performance data (RDC).**

**B. Problems**

In this section, describe any factors or situations that may impact or have impacted services and contract performances including actual/anticipated slippage in task completion dates and special problems encountered or expected. These may include economic conditions, staff transitions, low arrival numbers, etc. **Use this section to also report on resolutions, progress or follow-up to problems indicated in the previous reporting period.**

**C. Contract Performance**

Print out a **program performance measures report** for each service from the RDC for the reporting period and compare it to the projected outcomes you have proposed. **Determine if the agency is meeting the contract outcomes. Indicate whether the contract projected outcomes are met for the reporting period. If not, give reasons for not meeting the projected outcomes and specific actions the agency will take to improve the contract performance by the next reporting period.** If you feel that there are inaccuracies or questionable data produced by the RDC, please note these here.

**D. Outreach, Networking and Coalition 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 relation purposes. Also **describe outreach, networking and coalition activities that the agency conducted and/or participated in that produce significant results** during the reporting period.

**E. Activity Plans for New Reporting Period**

Give a brief description of the agency's plan for this program in the next reporting period. This may include upcoming events (a training workshop, making brochures, increase door-to-door outreach, etc.).

\_\_\_\_\_  
Signature — Program Coordinator or Agency Director

\_\_\_\_\_  
Date