**GRF State Supplemental Grant**

**Q4 Narrative Report (April 1 – June 30)**

Grant Number:

Grantee Name:

Section one: Summary of Grant Progress

*Provide a short executive summary (1-3 paragraphs) of progress during the reporting period.  
Include information that details services from outreach to retention in employment.*

Section two: Activities

*Report on specific activities during the reporting period, including completion dates and key deliverables, as outlined in the current Work Plan timeline. Describe any changes to the Work Plan timeline, staffing, or activity delivery, including the reason for the change(s).*

Section three: Barriers and Technical Assistance Needs

*Summarize any challenges or concerns the project encountered during the reporting period that may have affected or slowed grant progress of the Work Plan timeline and how the project intends to resolve them. Describe any technical assistance needed from the grantor to address the issue(s).*

Section four: Accomplishments and success stories

*Highlight any significant accomplishments and/or participant level "success stories." Participants should give express permission if providing a participant success story. In documenting success stories, include (1) background, problem, or issue prior to project involvement, (2) services provided by the project, and (3) results or outcomes of involvement in project including evidence of success.*

Section five: Expected accomplishments for the next month/quarter

*Describe the priorities that will be addressed in the next reporting period along with all anticipated accomplishments.*

Section six: Additional Information

*Provide other grant-specific information considered to be important yet not captured in other sections of the report. This may include additional partnerships with employers, social service providers or other entities, important meetings, conferences or other events attended or hosted, etc.*