**OSTCP Quarterly Data Collection Template**

Please use this template to report on the quarterly progress of your OSTCP grant funded program.

Reports are due quarterly and should be emailed to Vic Jaras at [vic.jaras@iowa.gov](mailto:vic.jaras@iowa.gov) and cc Crystal Hall at [chall@sppg.com](mailto:chall@sppg.com). *Quarterly submission dates are as follows: July 15, September 15, January 15, and March 15*

Site name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person filing report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report for the month of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Did you have any of the following changes this quarter?**

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| --- | --- | --- | --- |
| **Question** | **Place an X if “yes”** | **Effective Date** | **Notes/Comments** |
| *Example: New Key Personnel* | *X* | *5/1/21* | *Our New Project Coordinator is Jim Smith* |
| *Example: Additional Staff Hires* | *X* | *5/1/21* | *We have hired Susie Brown and Bob Jones to support our youth.* |
| *Example: Specific programs started or ended in this reporting period* | *X* | *6/30/21* | *We kick off our summer welding program effective June 30. The culinary experience ended June 30.* |
| New Key Personnel (Project Coordinator, Finance, Data Person, etc.)\* |  |  |  |
| Additional staff hires (specific program support)\*\* |  |  |  |
| New Community Partners\*\*\* |  |  |  |
| Specific programs started or ended in this reporting period |  |  |  |
| Number of Youth Enrolled in your program? |  |  |  |
| What is your average daily attendance for youth for this reporting period? |  |  |  |

*\*Please note that changes to key personnel are also required to be reported monthly by sending Vic an email. No email is required if there are no changes.*

*\*\*Please note that changes to direct service staff are also required to be reported monthly by sending Vic an email. No email is required if there are no changes.*

*\*\*\*Remember to add these partners to the required Community Partner template as required by your 21CCLC grant as well!*

Please use the space here to provide a summary of your successes, barriers, highlights, obstacles, etc.

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What additional questions or TA is needed at this time?

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