

**EXAMPLE
AGENCY LETTERHEAD**

DATE

Project Manager's Name
Neighborhood Services Department
Community Development Division – Grants
200 West Washington, 4th Floor
Phoenix, AZ 85003

RE: Project: Helping At Risk Youth Project
Contract No.: 233456
Original Award: \$35,000 Year of Award: 1999
Reimbursement: \$ 3,782.79
Remaining Award: \$31,217.21
Monthly Report of: September 1999

Dear Project Manager:

This reimbursement request represents September 1999 expenditures and includes support documentation as required. During the month, we provided service to 27 clients and accomplished the following program performance objectives.

Count by Households (H) or Persons (P): _____

Total Clients Served this Month	This Month	Year-to-Date	# of Hispanics in Previous Columns	This Month	Year-to-Date
White					
Black/African American					
Asian					
American Indian/Alaskan Native					
Native Hawaiian/Other Pacific Islander					
American Indian/Alaskan Native & White					
Asian and White					
Black/African American and White					
Am. Indian/Alaskan Native and Black/African Am.					
Other Multi-Racial					
TOTAL					

No. of Female-Headed Households: This Month _____ Year-to-Date _____

Performance Indicators Met

Activities/Objectives	This Month	Year to Date	Goal
Youth enrollment	27	33	300
Mentors recruited	2	2	2
Case Management	3	3	65
Tutoring Classes	12	12	225
Peer Support Meetings	2	2	104
Career choices	1	1	12

Sincerely,

John Doe
Agency Executive Director

SAMPLE - PERFORMANCE REPORT

ACCOMPLISHMENTS FOR MONTH OF _____:

Activity 1. Youth Enrollment

- Distributed 2,000 program flyers to North, South and Central High
- Sponsored an Open House March 6th to attract youth
- 65 youth attended Open House and 27 formally enrolled in program

Activity 2. Mentor Recruitment

- Contacted Maricopa Adult Probation Department to explain program
- Received two youth referrals, fulfilling Community Service hours
- Interviewed two youths for Mentorship, received formal commitments

Activity 3. Case Management

- Request for assistance forms were available at Orientation
- Five families completed form requesting assistance
- Three families had follow up visits at the center to further identify the type of assistance they need

Activity 4. Tutoring Services

- Contacted ASU to identify student tutor volunteers
- Three tutors were identified, interviewed and attended Open House
- Tutoring Classes held in Math, Science, English (schedule available)

Activity 5. Peer Support Meetings

- Identified Meeting Topics / Agenda
- Recruited student facilitator and set schedule
- Conducted two meetings, Tuesday evenings 7:00 p.m.
11 in attendance first mtg, 9 in attendance second mtg

Activity 6. Career Choices

- Developed poster announcing Presentations
- Developed speakers list = diverse career choices
- Phoenix Firefighter from Station #92 first presenter, 35 in attendance