

NPAL Final Progress Report Guidance

The following information is to be used as guidance to complete your organization's final progress report for the NPAL Mentoring Grant. Each question includes what format an answer should be submitted in and what details are expected in the answer if your organization completed programming in December 2018. Remember that all narrative answers should be presented in complete sentences with proper grammar and punctuation. The reviewer of your progress report should be able to understand the who, what, when, where, and how of each of your narrative responses.

Important reminders:

- Please note that this report is the final report of the grant year.
- Please utilize the guide below if your organization ran mentoring programming during the month of December 2018.
- If your organization completed mentoring programming prior to December 2018, please utilize the alternate Final Progress Reporting Guide for November.
- Completely read the guidance for each question to ensure your responses are accurate.
- Save your report often in the online reporting site to prevent data loss.
- Complete your report in a timely manner to ensure you have time to make edits as requested by NPAL or FirstPic, Inc. prior to the deadline.

NPAL Final Report	
1. Have you updated your Youth Data to reflect if any mentees have left or started new this month?	<p>Answer Format: Yes or No</p> <p>This response should be 'Yes' as updated youth data is required for successful grant closeout. As this is the final report, all youth that participated in your mentoring program should be have their "Active Status" changed to Inactive (with the choice of either 'did not complete program' or 'successfully completed program') in the Youth Data section of the online reporting site as well as the date that each youth completed or did not complete. A youth is considered to have successfully completed the program if they participated in at least 32 hours of mentoring over the course of the program year.</p>
2. Please upload your Attendance Report and updated Implementation Calendar for the month here.	<p>Answer Format: Attachment Document Upload</p> <p>As in prior monthly reports, please upload your December Attendance Report and Implementation Calendar.</p>
3. Which curriculum did you use this month?	<p>Answer Format: Multiple Choice</p> <p>This response should indicate which curriculum from the drop-down list was used during December 2018. (If you cannot find the curriculum that you used, chose any curriculum and provide a note about actual curriculum used in the narrative section.)</p>
4. How many mentors were in your program this month (including those that started late in the month or left early)?	<p>Answer Format: Number</p> <p>This response should be the number of mentors that were involved in your mentoring program in any way (including those who left) during the course of the month of December 2018.</p>

5. Of the answer to #4, how many mentors left the program this month?	<p>Answer Format: Number</p> <p>This response should be the number of mentors who left your mentoring program for any reason during the course of December 2018. This number can never exceed the answer to Question #4.</p>
6. Of the answer to #4, how many mentors were new this month?	<p>Answer Format: Number</p> <p>This response should be the number of mentors who began participating in your mentoring program during the course of December 2018. This number can never exceed the answer to Question #4.</p>
7. How many mentors completed training this month?	<p>Answer Format: Number</p> <p>This response should be the number of mentors who finished all necessary training for participation in your mentoring program during December 2018.</p>
8. Did all mentors completing training this month fill out the Mentor Training Assessment/Survey? If no, please have your mentors complete it at this link.	<p>Answer Format: Yes or No</p> <p>This response should indicate whether or not all of the mentors that completed necessary training during December 2018 also completed the required mentor assessment.</p>
9. What were your accomplishments within this reporting period?	<p>Answer Format: Narrative</p> <p>This response should document all of the major accomplishments of your mentoring program during the month of December. Please use complete sentences in your response.</p>
10. Did you encounter any problems/barriers within the reporting period that prevented you from reaching your goals or milestones?	<p>Answer Format: Yes or No</p> <p>This response should indicate whether your mentoring program experienced any barriers that impeded your ability to reach your programmatic goals during the month of December.</p>
10a. If yes, please explain.	<p>Answer Format: Narrative</p> <p>This response should document specific barriers that your mentoring program encountered that you believe disrupted your goals during the month of December. Please use complete sentences in your response.</p>
11. Is there any assistance that the National PAL or FirstPic, Inc. can provide to address any problems/barriers identified in question #10 above?	<p>Answer Format: Yes or No</p> <p>This response should indicate if your mentoring program requires any assistance from National PAL or FirstPic, Inc. related to the barriers your mentoring program is facing.</p>
11a. If yes, please explain.	<p>Answer Format: Narrative</p> <p>This response should include the details of what assistance you would like from National PAL or FirstPic, Inc. related to the barriers your mentoring program is facing.</p>
12. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?	<p>Answer Format: Yes or No</p> <p>This response should indicate whether or not your mentoring program will have successfully completed the financial and programmatic requirements by the end of December 2018.</p>

12a. If no, please explain.	<p>Answer Format: Narrative</p> <p>This response should provide details as to why your mentoring program will not be able to meet all financial and programmatic grant requirements for the month of December. Please use complete sentences in your response.</p>
13. What major activities do you have planned for the next quarter?	<p>Answer Format: Narrative</p> <p>Please answer 'N/A' as this is the final quarter of the grant year.</p>
14. Based on your knowledge of youth mentoring and after-school programming, are there any innovative programs accomplishments that you would like to share with the National PAL or FirstPic, Inc.?	<p>Answer Format: Narrative</p> <p>This response should detail any innovative activities, initiatives, or procedures your mentoring program was involved in that you believe should be shared with National PAL and/or FirstPic, Inc.</p>
<u>SEMI-ANNUAL REPORTING QUESTIONS</u>	
15. How many youth participated in more than 4 hours of mentoring per month on average over the past six months?	<p>Answer Format: Number</p> <p>This response should indicate the number of youth that participated in more than 4 hours of mentoring programming per month during the last six months (July 1st – December 31st).</p>
16. How many youth participated in fewer than 4 hours of mentoring per month on average over the past six months?	<p>Answer Format: Number</p> <p>This response should indicate the number of youth that participated in less than 4 hours of mentoring programming per month during the last six months (July 1st – December 31st).</p>
17. How many youth exhibited an improved perception of social support (please refer to the National PAL Youth Survey to quantify this answer)?	<p>Answer Format: Number</p> <p>This response should detail the number of youth that exhibited an improved perception of social support as defined by the youth answering in the affirmative to two or more questions of questions 1-4 in the National PAL Youth Survey. This document was emailed to all organizations from NPAL.</p>
18a. How many youth had an arrest or delinquent offense during this reporting period (July 1st – December 31st)?	<p>Answer Format: Number</p> <p>This response is the number of youth participating in your mentoring program that had an arrest or delinquent offense during the reporting period (July 1st – December 31st).</p>
18b. How many youth were committed to a juvenile facility during this reporting period (July 1st – December 31st)?	<p>Answer Format: Number</p> <p>This response is the number of youth participating in your mentoring program that were committed to a juvenile detention facility during the reporting period (July 1st – December 31st).</p>
18c. How many youth were sentenced to adult prison during this reporting period (July 1st – December 31st)?	<p>Answer Format: Number</p> <p>This response is the number of youth participating in your mentoring program that were sentenced to an adult prison facility during the reporting period (July 1st – December 31st).</p>

18d. How many youth received a different sentence during this reporting period (July 1st – December 31st)?	<p>Answer Format: Number</p> <p>This response is the number of youth participating in your mentoring program that were sentenced in any other way not listed in prior questions during the reporting period (July 1st – December 31st).</p>
19a. Overall, how many youth have been served during this reporting period (July 1st – December 31st)?	<p>Answer Format: Number</p> <p>This response should be the number of youth in your mentoring program that were served in some capacity during the reporting period (July 1st – December 31st) including those who may have left prematurely.</p>
19b. Of those, how many have left the program prematurely?	<p>Answer Format: Number</p> <p>This response is the total number of youth that were involved in your mentoring program during the reporting period (July 1st – December 31st) that left the program prior to completion.</p>
<u>YEAR END REPORTING QUESTIONS</u>	
20. How many youth successfully completed at least 32 hours of mentoring over the course of the entire program (January 1st – December 31st)?	<p>Answer Format: Number</p> <p>This response should be the total number of youth that successfully completed at least 32 hours of mentoring over the course of the entire program (January 1st – December 31st) regardless of whether they remained in the program for the entire grant year.</p>
21. How many youth were enrolled at the beginning of the reporting period (July 1st)?	<p>Answer Format: Number</p> <p>This response should be the total number of youth that were enrolled in your mentoring program as of July 1, 2018.</p>
22. How many youth were added during the reporting period (July 1st – December 31st)?	<p>Answer Format: Number</p> <p>This response should be the total number of youth that enrolled in your mentoring program during the reporting period (July 1st – December 31st) regardless of whether they left prematurely.</p>
23. How many youth participated in the program for at least 8 months?	<p>Answer Format: Number</p> <p>This response should be the number of youth that participated in your mentoring program for at least 8 months over the course of the grant year (January 1st – December 31st).</p>
24. How many youth participated in the program for less than 8 months?	<p>Answer Format: Number</p> <p>This response should be the number of youth that participated in your mentoring program for less than 8 months over the course of the grant year (January 1st – December 31st).</p>
25. How many mentors participated in your program during this period (July 1st – December 31st)?	<p>Answer Format: Narrative</p> <p>This response should be the number of mentors that participated in your mentoring program in any capacity during the reporting period (July 1st – December 31st) regardless of whether they left prematurely.</p>