

## 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 or before November 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 finalized mentoring programming in or before November 2018.
- If your organization continued to conduct mentoring programming after November 30<sup>th</sup> 2018, please utilize the alternate Final Progress Reporting Guide for December.
- 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	
<b>1. Have you updated your Youth Data to reflect if any mentees have left or started new this month?</b>	Answer Format: Yes or No 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 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.
<b>2. Please upload your Attendance Report and updated Implementation Calendar for the month here.</b>	Answer Format: Attachment Document Upload If your organization completed programming in or before November 2018, please reupload your November 2018 Attendance Report and Implementation Plan here as the system requires an attachment in order for you to submit your report.
<b>3. Which curriculum did you use this month?</b>	Answer Format: Multiple Choice If your organization completed programming in or before November 2018, please select the curriculum you used when you finalized your mentoring programming. (If you cannot find the curriculum that you used, chose any curriculum and provide a note about actual curriculum used in the narrative section.)

<b>4. How many mentors were in your program this month (including those that started late in the month or left early)?</b>	Answer Format: Number If your organization completed programming in or before November 2018, please indicate '0' for the final report.
<b>5. Of the answer to #4, how many mentors left the program this month?</b>	Answer Format: Number If your organization completed programming in or before November 2018, please indicate '0' for the final report.
<b>6. Of the answer to #4, how many mentors were new this month?</b>	Answer Format: Number If your organization completed programming in or before November 2018, please indicate '0' for the final report.
<b>7. How many mentors completed training this month?</b>	Answer Format: Number If your organization completed programming in or before November 2018, please indicate '0' for the final report.
<b>8. Did all mentors completing training this month fill out the Mentor Training Assessment/Survey? If no, please have your mentors complete it at <a href="#">this link</a>.</b>	Answer Format: Yes or No If your organization completed programming in or before November 2018, please indicate 'yes' for the final report.
<b>9. What were your accomplishments within this reporting period?</b>	Answer Format: Narrative If you finalized your mentoring program in November, please answer 'N/A'.
<b>10. Did you encounter any problems/barriers within the reporting period that prevented you from reaching your goals or milestones?</b>	Answer Format: Yes or No If you finalized your mentoring program in November, please answer 'No'.
<b>10a. If yes, please explain.</b>	Answer Format: Narrative If you finalized your mentoring program in November, please answer 'N/A'.
<b>11. Is there any assistance that the National PAL or FirstPic, Inc. can provide to address any problems/barriers identified in question #10 above?</b>	Answer Format: Yes or No If you finalized your mentoring program in November, please answer 'No'.
<b>11a. If yes, please explain.</b>	Answer Format: Narrative If you finalized your mentoring program in November, please answer 'N/A'.
<b>12. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?</b>	Answer Format: Yes or No 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.

<b>12a. If no, please explain.</b>	<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.</p>
<b>13. What major activities do you have planned for the next quarter?</b>	<p>Answer Format: Narrative</p> <p>Please answer 'N/A' as this is the final quarter of the grant year.</p>
<b>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.?</b>	<p>Answer Format: Narrative</p> <p>If you finalized your mentoring program in November, please answer 'N/A'.</p>
<b><u>SEMI-ANNUAL REPORTING QUESTIONS</u></b>	
<b>15. How many youth participated in more than 4 hours of mentoring per month on average over the past six months?</b>	<p>Answer Format: Number</p> <p>If you finalized your mentoring program in November 2018, please note that you should include youth who participated in more than 4 hours of mentoring per month over the past 5 months (July 1<sup>st</sup> – November 30<sup>th</sup>)</p>
<b>16. How many youth participated in fewer than 4 hours of mentoring per month on average over the past six months?</b>	<p>Answer Format: Number</p> <p>If you finalized your mentoring program in November 2018, please note that you should include youth who participated in less than 4 hours of mentoring per month over the past 5 months (July 1<sup>st</sup> – November 30<sup>th</sup>)</p>
<b>17. How many youth exhibited an improved perception of social support (please refer to the National PAL Youth Survey to quantify this answer)?</b>	<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>
<b>18a. How many youth had an arrest or delinquent offense during this reporting period (July 1<sup>st</sup> – December 31<sup>st</sup>)?</b>	<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 1<sup>st</sup> – December 31<sup>st</sup>).</p>
<b>18b. How many youth were committed to a juvenile facility during this reporting period (July 1<sup>st</sup> – December 31<sup>st</sup>)?</b>	<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 1<sup>st</sup> – December 31<sup>st</sup>).</p>
<b>18c. How many youth were sentenced to adult prison during this reporting period (July 1<sup>st</sup> – December 31<sup>st</sup>)?</b>	<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 1<sup>st</sup> – December 31<sup>st</sup>).</p>
<b>18d. How many youth received a different sentence during this</b>	<p>Answer Format: Number</p>

<b>reporting period (July 1<sup>st</sup> – December 31<sup>st</sup>)?</b>	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 1 <sup>st</sup> – December 31 <sup>st</sup> ).
<b>19a. Overall, how many youth have been served during this reporting period (July 1<sup>st</sup> – December 31<sup>st</sup>)?</b>	Answer Format: Number This response should be the number of youth in your mentoring program that were served in some capacity during the reporting period (July 1 <sup>st</sup> – December 31 <sup>st</sup> ), including those who may have left prematurely.
<b>19b. Of those, how many have left the program prematurely?</b>	Answer Format: Number This response is the total number of youth that were involved in your mentoring program during the reporting period (July 1 <sup>st</sup> – December 31 <sup>st</sup> ) that left the program prior to completion.
<b><u>YEAR END REPORTING QUESTIONS</u></b>	
<b>20. How many youth successfully completed at least 32 hours of mentoring over the course of the entire program (January 1<sup>st</sup> – December 31<sup>st</sup>)?</b>	Answer Format: Number 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 1 <sup>st</sup> – December 31 <sup>st</sup> ) regardless of whether they remained in the program for the entire grant year.
<b>21. How many youth were enrolled at the beginning of the reporting period (July 1<sup>st</sup>)?</b>	Answer Format: Number This response should be the total number of youth that were enrolled in your mentoring program as of July 1, 2018.
<b>22. How many youth were added during the reporting period (July 1<sup>st</sup> – December 31<sup>st</sup>)?</b>	Answer Format: Number This response should be the total number of youth that enrolled in your mentoring program during the reporting period (July 1 <sup>st</sup> – December 31 <sup>st</sup> ) regardless of whether they left prematurely.
<b>23. How many youth participated in the program for at least 8 months?</b>	Answer Format: Number 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 1 <sup>st</sup> – December 31 <sup>st</sup> ).
<b>24. How many youth participated in the program for less than 8 months?</b>	Answer Format: Number 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 1 <sup>st</sup> – December 31 <sup>st</sup> ).
<b>25. How many mentors participated in your program during this period (July 1<sup>st</sup> – December 31<sup>st</sup>)?</b>	Answer Format: Narrative This response should be the number of mentors that participated in your mentoring program in any capacity during the reporting period (July 1 <sup>st</sup> – December 31 <sup>st</sup> ) regardless of whether they left prematurely.