



Instructions CRO 2 - Summary of Services

Form CRO2 requests both quantitative and qualitative information about the program for which your organization will receive funding.

Organizations are required to submit a brief narrative description of the progress that is being made toward achieving the goals outlined in the grant application. These brief narrative reports, ordinarily no longer than a page in length, are to be submitted with the interim and final Summary of Services reports on Part 2 of Form CRO2.

Fill out the name of your organization, the title of the program for which you have received funding, and the name, title, phone number, and e-mail address of the individual providing the information.

Part 1 includes the number of people to be served and the services and outcomes related to the grant. This section compares the amounts at the time of the grant submission with the actual or revised amounts based on the grant award.

- The first line indicates the number of unduplicated individuals to be served by the program. Unduplicated means one individual can only be counted one time for each program he participates in, even if he received benefits from that same program several times. If that same individual participates in another program, then he may be counted again for that different program. You may modify this line as needed. For example, a program that deals with homeless youth may change this line to say, "Number of residential shelters for youth ages 9 to 18."

After entering the population to be served, enter the specific service or outcome.

- In column 1 list the proposed Services/Outcomes (e.g., pounds of emergency food distributed).
- In column 2 enter the amount for the total program requested (e.g., \$11,667,000).
- In column 3 enter the amount for Portsmouth residents only for the program requested (e.g., 2,077,000).
- The amounts in columns 2 and 3 should generally match those in your original grant submission. The amounts in columns 4 and 5 are based on an actual and projected date through June 30.
- In column 4 enter the amount for the total program based on the grant award.
- In column 5 enter the amount for Portsmouth residents only based on the grant award.
- If there are large differences between the projected and revised amounts, please explain in Part 2. For example, there may be a difference if only a portion of the grant requested was awarded. If you have questions about the kind of information that is being requested, please call Doug Weller at 757-393-8641.

Part 2: Please describe your organization's success and/or challenges encountered in implementing the program for which CRO funding has been provided. Also, describe any unanticipated outcomes or particular successes that you would like to highlight. If there have been delays in implementing the program, please explain possible causes for the delay and describe plans for achieving success between now and the end of the grant period. When submitting the Final Report, please indicate any additional services that will be delivered under this grant through the end of June.

Please be succinct. In most cases, the area provided on the reporting form will be sufficient to provide the required information. Additional pages may be attached, as necessary.

A final report is to be submitted to the CRO Review Committee by **May 1 (Final Report)** via email at civic@portsmouthva.gov or mailed to CRO Review Committee at 801 Crawford Street, C/O City Manager's Office, 801 Crawford Street, 6th Floor, Portsmouth, VA 23704.