

**FIRST 5 SAN JOAQUIN**  
**QUARTERLY PROJECT NARRATIVE - Snapshot of Progress and Activities**

<b>Contractor Name:</b>	
<b>Program Name:</b>	
<b>Agreement Number:</b>	
<b>Agreement Period:</b>	
<b>Reporting Period/Inclusive Months:</b>	
<b>Assigned Contracts Analyst:</b>	

<p><b>1. Highlights &amp; Successes</b> (a brief snapshot of overall project successes for the reporting period and may include family individual success stories):</p>
<p><b>2. Briefly describe any Milestone timelines not being met</b> (or that possibly will not be met). What steps have been taken to resolve these issues?</p>
<p><b>3. Challenges and/or Barriers:</b> Please describe challenges and what steps have been taken to resolve these issues.</p>
<p><b>4. Evaluation Compliance:</b> Please describe how results are used from the data to address program improvement and quality (including but not limited to: LSP, ASQ, Health Insurance Screening Tally Tool, Literacy Survey, Desired Results System).</p>
<p><b>5. Does your project need technical assistance from First 5 San Joaquin Staff?</b> If yes, please describe.</p>

**Prepared by:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_