

# STATE OF NEW JERSEY ENFORCING THE UNDERAGE DRINKING LAWS (EUDL) SUB-GRANT PROGRAM QUARTERLY NARRATIVE REPORT

On a separate sheet, please supply the information requested referencing the item number. **The heading of the report must contain the following information: sub-grantee name, project, sub-grant number (ABC-XX-XX) and reporting period (--/--/-- to --/--/--).**

1. List each project objective (as described in your application) and describe progress in completing related activities for each objective (including but not limited to activities described in your work plan.). Quantify the percentage of completion for each activity. (Sample Format: 'Objective:', 'Activity:', 'Activity:', 'Activity:'.) **Please note, if you are running a Cops in Shops and/or Undercover Operations program, you must include the following statistics:**
  - # of Cops in Shops and/or Undercover Operations conducted during this reporting period
  - # of establishments where Cops in Shops/Undercover Operations were conducted during this reporting period
  - total # of arrests for this reporting period
    - # of adult (21 and over) arrests for alcohol-related offenses (by type) during this reporting period.
    - # of youth (under 21) arrests for alcohol-related offenses (by type) during this reporting period.
  - # of establishments cited for sales of alcoholic beverages to underage persons (if conducting Undercover Operations) during this reporting period.
  - # of adults arrested for serving alcohol to persons under the legal age during this reporting period.
2. Describe how the project is progressing towards reaching its goal. Illustrate in time line form how you are reaching key milestones, including project deliverables. Be specific in describing the impact of actions taken and provide supporting documentation.
3. Identify any problems and potential remedies. Describe any unintended consequences of the project. Include both positive and negative. Please list how you are addressing negative consequences.
4. Describe efforts to promote public awareness of project (if applicable). Be specific as possible (e.g. posters, press releases, TV, radio, local and school newspapers/newsletters, billboards, advertisements, other media.) **Include copies of these materials, as well.**
5. Describe progress toward program evaluation during the reported quarter. You should plan for continuous self-assessment for the project. You should summarize progress to date. *Quantify* and *provide analysis* of evaluation results to date.
6. Describe project activities planned for next quarter.
7. If your project involves training, state the type of training provided, the target audience, the number of trainees and hours of training completed by target audience. **Please include copies of relevant program materials, e.g. handouts, pre-, post-tests/results, training guide, etc.**

8. List any outside training attended by staff as part of the subgrant.
9. List the number and hours devoted by volunteers to the project this quarter (if applicable).
10. Please describe any problems with timely reporting and actions taken to resolve the problems.
11. List the dates of any budget revisions.
12. Describe any underage drinking enforcement/prevention activities supported using **Non-EUDL** funds (for example, Shoulder Tap Operations, Parking Lot Surveillance, Sobriety Checkpoints, Fake ID Enforcement, Source Investigations, School-based initiatives, Changes in Social Norms (Awareness Building) and indicate funding source (e.g. CADCA, NHTSA, NIAAA, SAMHSA, Higher Education).

★ **ALL OF THE ABOVE QUESTIONS MUST BE ANSWERED IN THIS SPECIFIED FORMAT EACH TIME YOU FILE YOUR QUARTERLY REPORTS. PLEASE INDICATE "N/A" TO ANY QUESTION THAT DOES NOT PERTAIN TO YOUR SUBGRANT.**