

# 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 program, you MUST also include the following statistics:**

- # of Cops in Shops Operations conducted during this reporting period
- # of establishments where Cops in Shops Operations were conducted during this reporting period
- total # of arrests for this reporting period

- **# and types of contact between adults (individuals 21 and over) and law enforcement**

- # of adults arrests during this reporting period
- # of warnings issued to adults during this reporting period
- #of citations issued to adults during this reporting period
- Total # of contacts with adults during this reporting period

- **# and types of contact between youth (individuals under 21) and law enforcement**

- # of youth arrests during this reporting period
- # of warnings issued to youth during this reporting period
- # of possession citations issued to youth during this reporting period
- # of consumption citations issued to youth during the reporting period
- Total number of contacts with youth during this reporting period

**\*\*For the purposes of this grant, adults are defined as individuals over 21 and youth are defined as individuals under 21.**

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 any efforts to promote public awareness of project. Be as 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. **Include copies of relevant program materials, e.g. handouts, pre-, post-test results, training guide, etc. Include the number of training events held during the reporting period, the number of people trained and the number of people exhibiting an increase in knowledge post-training. If you are running a Cops in Shops program and train additional officers in the program during the quarter, include the date of the training and a list of those officers trained.**
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 or education activities supported using **Non-EUDL** funds (for example, Party Patrols/Enforcement of Social Host Laws, Shoulder Tap Operations, Parking Lot Surveillance, Sobriety Checkpoints, Emphasis/Saturation Patrols, 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) and amount.

★ **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.**