



# **Organized Retail Theft Prevention Grant Program Data Reporting Guide**

**Instructions for Quarterly  
Data Reporting**

**April 2024**



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## Background

This document is an instructional guide for completing the Quarterly Progress Report (QPR) for the Organized Retail Theft (ORT) Prevention Grant Program. This guide covers each of the QPR sections and provides instructions and descriptions about the types of information requested. The information and data the BSCC collect from grantees through the QPRs may be used to develop dashboards and a statewide outcome report for the grant program. This may provide useful information to stakeholders regarding the grant program and to other agencies that are interested in implementing similar projects. It does not preclude grantees from gathering data specific to their individual project's goals and objectives, evaluating their individual project, or using data not requested through these reports to demonstrate the impact of their individual project.

Technical assistance with completing the QPR is available and can be requested by contacting the BSCC grant team at [ORT@bscc.ca.gov](mailto:ORT@bscc.ca.gov).

### General Instructions

The [QPR](#) was developed as a Microsoft Word template. Grantees will need access to Microsoft Word to open and complete each QPR. Completed reports are submitted using an [online form](#) in the SmartSheet platform. A SmartSheet account to use the form is not required. Grantees are required to complete all fields within the [online form](#) and provide the completed QPR Word document as an attachment.

A **one-time** Baseline Data Report is also required to be submitted as part of the quarter one (1) QPR. While this report was developed as a standalone form, also a Word template, it is considered part of the QPR for the first quarter. It is only requested with the first quarter QPR and requests information and data for the year leading up to the grant-funded project (October 1, 2022 through September 30, 2023). The first quarter submission will include two attachments – the standard QPR document and the Baseline Data Report.

Before completing and submitting required QPRs, and the Baseline Data Report, grantees are responsible for ensuring the accuracy of the information and data being submitted. Additionally, it is important to ensure consistency in the way data are collected and calculated across each reporting period. Grantees are encouraged to complete periodic data checks to ensure data accuracy.

The BSCC will review each QPR that is submitted and may reach out to the grantee with any data inquiries that may arise from the review process. Grantees are expected to respond to these inquiries within a reasonable time. Depending on the inquiry and any clarifications provided by the grantee, data corrections or a QPR resubmission by the grantee may be necessary.

### QPRs, Due Dates, and Reporting Periods

For each QPR, the table below identifies the due date and reporting period (timeframe

for which the information and data reported shall represent).

Quarter	Reporting Period	Due no later than:
1.	Baseline section: Oct. 1, 2022 – Sept. 30, 2023 Usual QPR sections: Oct. 1, 2023 – Dec. 31, 2023	March 11, 2024
2.	January 1, 2024 – March 31, 2024	May 15, 2024
3.	April 1, 2024 – June 30, 2024	August 15, 2024
4.	July 1, 2024 – September 30, 2024	November 15, 2024
5.	October 1, 2024 – December 31, 2024	February 15, 2025
6.	January 1, 2025 – March 31, 2025	May 15, 2025
7.	April 1, 2025 – June 30, 2025	August 15, 2025
8.	July 1, 2025 – September 30, 2025	November 15, 2025
9.	October 1, 2025 – December 31, 2025	February 15, 2026
10.	January 1, 2026 – March 31, 2026	May 15, 2026
11.	April 1, 2026 – June 30, 2026	August 15, 2026
12.	July 1, 2026 – September 30, 2026	November 15, 2026
13.	October 1, 2026 – December 31, 2026	February 15, 2027

## Grantee and Report Information

This section is for the collection of general information related to the grantee and the reporting period for which the QPR was completed. Please complete each item.

1. **Grantee:** Use the text box provided to enter the official name of the grantee for which the QPR was completed and submitted.
2. **BSCC Grant Award Number:** Use the text box to enter the number assigned to the grantee’s specific project by BSCC. This number can be found on the grant agreement.
3. **Reporting Period:** Use the dropdown menu to select the corresponding reporting period and due date for which the QPR was completed and submitted. Refer to the table above for the reporting periods and due dates that are available within the dropdown menu.

## Section A: Definitions of Key Terms

The QPR form was designed to collect information and data related to grantees’ activities to address ORT, motor vehicle theft (MVT), motor vehicle accessory theft (MVAT), and/or cargo theft and associated outcomes. To appropriately use the information and data provided, it is critical to know the definitions used for these key terms. For each key term, each grantee has the flexibility to determine whether to use the definition provided (see below) or one that is specific to their department or project. For each, whichever definition is used, it shall remain consistent across all subsequent reports. Once used, the definition shall not change.

This section includes three questions:

1. Which ORT definition was used?
2. Which MVT/MVAT definition was used?
3. Which cargo theft definition was used?

For each question, the responses options are consistent.

- Select “N/A” if the key term is not applicable to the project. For example, if the project does not include any activities to address cargo theft, then the term will not apply to any information or data provided in the QPR. If “N/A” is selected, skip the noted corresponding metrics in Section E (items E.1 through E.4).
- Select “definition provided” if, for the respective term (i.e., ORT, MVT/MVAT, or cargo theft), the definition below was used.
- Select “department specific definition” if, for the respective term (i.e., ORT, MVT/MVAT, or cargo theft), an alternative definition was used. If this option is selected, use the text box provided to report the definition.

To avoid repeating this step for each QPR submission, it is recommended to create a custom QPR template. After completing this section for the quarter one (1) QPR, save the Word document as a template. For future QPR submissions, utilize this saved template to for a pre-filled Section A.

### Definitions Provided for Key Terms

- ***Organized retail theft (ORT)*** – The definition is adopted from Penal Code section 490.4. ORT is defined as acting in concert with one or more persons to steal merchandise from one or more merchant’s premises or online marketplace with the intent to sell, exchange, or return the merchandise for value, acting in concert with 2 or more persons to receive, purchase, or possess merchandise knowing or believing it to have been stolen, acting as the agent of another individual or group of individuals to steal merchandise from one or more merchant’s premises or online marketplaces as part of a plan to commit theft, or recruiting, coordinating, organizing, supervising, directing, managing, or financing another to undertake acts of theft.

ORT prevention activities are any activities designed to deter or stop ORT. Examples of these activities include but are not limited to patrols, task force operations, blitz operations, enforcement operations, fence operations, or sting operations.

- ***Motor vehicle theft (MVT) and motor vehicle accessory theft (MVAT)*** – The definition of motor vehicle theft shall have the same meaning as California Vehicle Code section 10851, which defines vehicle theft or the unlawful taking of a vehicle as when any person who drives or takes a vehicle not his or her own, without the consent of the owner thereof, and with intent either to permanently or temporarily deprive the owner thereof of his or her title to or possession of the

vehicle, whether with or without intent to steal the vehicle, or any person who is a party or an accessory to or an accomplice in the driving or unauthorized taking or stealing. Motor vehicle theft may also include violations of Penal Code section 487, subdivision (d)(1). MVAT may include the theft of any part of the vehicle or accessory thereof, including, but not limited to, violations of Penal Code sections 487 and 488.

Examples of MVT and MVAT prevention activities include, but are not limited to patrols, bait car operations, decoy car operations, tracking devices placed on vehicles, or stolen vehicle recoveries.

- **Cargo theft** – The definition of cargo theft shall mean the unlawful taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motor truck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air navigation facility, or from any intermodal container, intermodal chassis, trailer, container freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise. Cargo theft shall also include violations of Penal Code section 487h.

Examples of cargo theft prevention activities include, but are not limited to fence operations, undercover operations, or tracking device deployment and/or operations.

## Section B: Inputs & Implementation

This section requests information about six specific project implementation activities (see list below). For each activity, two pieces of information are requested:

- **Status of the implementation activity** – using the dropdown menu provided select the status of this activity. The options within the dropdown menu and their definitions are below. Select only one status per activity.
  - Not Started: Have yet to be able to focus on this project activity.
  - Planning: Have started preparations and plans to begin the implementation activity.
  - Implementation Started: Initiated implementing this component, but it may not yet be fully developed and/or need refinement.
  - Complete/Established. Project activity is fully in place/completed and supporting project goals.
  - N/A. Does not apply to the project.

- **Description of progress** – using the text box provided, provide a narrative description of progress, accomplishments, and/or challenges the project has encountered in the current reporting period. Use as much space as needed within each of the description boxes to provide details about the status (the reporting boxes will expand as necessary).

When an activity is “complete/established,” document the quarter in which that occurred. For the remaining quarters note the date of completion. For example, if hiring all staff for the essential positions of the project was “Complete/Established” in Quarter 4, please continue to select “Complete/Established” selection in future QPRs, starting with Quarter 5 QPR, and include the date of completion in the description.

### Six Specific Project Implementation Activities

1. **Staffing:** Hiring staff for the essential positions of the project.
2. **Training:** Training provided to staff to support project goals. This may include technology and equipment, investigative techniques, crime analysis, or other ORT-related trainings.
3. **Data Collection/Evaluation:** The systematic, ongoing data collection for the local and statewide evaluation. This includes the Local Evaluation Plan (LEP) for the BSCC, the securing of evaluator(s) if applicable, and the data collection method(s) for the QPR and Local Evaluation Report (LER).
4. **Limit Racial Bias:** Policy(ies) and/or training(s) provided to ensure limiting of racial bias in implementation and facilitation of project activities.
5. **Surveillance Technologies Compliance:** Policy(ies) in place and/or trainings provided to govern the use of those technologies, including, but not limited to: compliance with privacy laws and securing of any data collected or stored.
6. **Quality Assurance:** Methods in place to ensure the project is being implemented as intended.

## Section C: Goals and Objectives

This section requests information about the progress made during the reporting period toward each goal and its associated objectives the project was intended to address.

To use this section, first use the space provided to enter each goal and its associated objectives for the project. These are the goals and associated objectives included in the proposal’s Project Work Plan, which were included in the grant contract and are part of the Local Evaluation Plan (LEP). These goals will remain the same across the grant period. While space is provided for five (5) goals and their associated objectives, if the project has fewer goals, enter N/A for the remaining goals.

Note: If the Field Representative has approved modifications to your project's goals and objectives (e.g. within in the LEP), use the approved version within the template.

To avoid repeating this step for each QPR submission, it is recommended to create a custom QPR template. Input the goals and objectives and save the Word document as a template. For future QPR submissions, utilize this saved template to have pre-filled goals and objectives.

For each goal and its associated objectives, narrative responses are requested to describe the progress achieved and challenges encountered during the reporting period.

- **Progress:** Use the text box to provide a narrative response that describes progress towards the goal ***and*** its objectives.
- **Challenges:** Use the text boxes to provide narrative responses that describe (1) any challenges encountered while working towards the goal and its objectives (2) how they were addressed. A table format is used to list each challenge and how it was addressed on separate rows.

Each text box will expand as necessary so that as much space as needed is available to ensure sufficient detail is provided to describe the progress and challenges during the reporting period.

## Section D: Activities

This section gathers information and data related to the topics listed below and is requested for each reporting period.

- Formal agreements or partnerships
- Activities to address ORT, motor vehicle theft (MVT), motor vehicle accessory theft (MVAT), or cargo theft
- Equipment and technology put into operation
- Outreach and engagement activities

### Formal Agreements or Partnerships

This subsection includes a table in which each row lists pre-identified agencies with which a ***new*** formal operational agreement or memorandum of understanding (MOU) may have been established during the reporting period. Include any new formal agreements or partnerships that are established to address ORT Prevention. Letters of commitment that detail working directly with the department, sharing data, reporting incidents, etc., which are executed during the reporting period, may be counted. Letters of general support should be excluded. The pre-identified agencies are defined below. For each agency or type of agency listed, please use the text boxes within the table's respective row to report:

- The **quantity** of any ***new*** formal operational agreement(s) or MOU(s) that are directly related to the project and were established during the reporting period (column two) **due to grant funds**. If none were established, please enter a quantity of zero (0).



- The **quantity** of any **new** formal operational agreement(s) or MOU(s) that are intended to address ORT Prevention and were established during the reporting period (column three) **due to other fund sources**. If none were established, please enter a quantity of zero (0).
- A **description** of the **new** formal operational agreement(s) or MOU(s).

### Pre-identified Agencies

- 1. Academic institution:** Any educational institution dedicated to education and research, which grants academic degrees, such as, but not limited to, a university, college, or high school, as well as libraries. In the context of ORT prevention, a partnership with an academic institution may provide volunteers to help in patrolling activities or catalytic converter etching programs.
- 2. Community-based organization:** A non-profit, nongovernmental, or charitable organization that represents community needs, works to help the community, and is generally associated with a specific area of concern or need. In the context of ORT prevention, a community-based organization generally provides alternatives to incarceration or diversion services to individuals who are involved with the justice system.
- 3. County-level agency:** Any county level agency such as county department of social services, county department of health and human services, county department of education, etc.. In the context of ORT prevention, a county level agency might provide alternatives to incarceration or diversion services to individuals that are involved with the justice system.
- 4. District Attorney's Office:** Office of the District Attorney, who is responsible for the prosecution of criminal violations of state law and county ordinances. This includes investigation and apprehension, as well as prosecution in court.
- 5. Other law enforcement agency:** Any other law enforcement agencies aside from the lead agency. An agency authorized by law or by a government agency to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of criminal law.
- 6. Retailer/Business:** Any local or online business that sells goods to the public. Please clarify in the description the scope of the agreement. Is the agreement for a regional chain or just one store location? For example, if the agreement is with Target, are you in agreement with one Target store? Or multiple Targets in an area?
- 7. Other:** Any agencies that are not included in the above options.

### Activities to Address ORT, MVT, MVAT, or Cargo Theft

This subsection includes a table in which each row lists pre-defined general categories of operations or activities that may have engaged in or conducted during the reporting period to address ORT, motor vehicle theft (MVT), motor vehicle accessory theft

(MVAT), or cargo theft. The pre-defined general categories are defined below. For each general category, use the respective columns to report:

- The **frequency** in which these operations or activities were engaged in or conducted during the reporting period with grant funds (column two) and other funds (column three). The frequency options within the dropdown menu are as identified below. Select the option that is most applicable.
  - daily
  - more than once a week, but not daily
  - about once a week
  - two to three times a month
  - about once a month
  - about once a quarter
  - N/A – not applicable
- a **description** of the operations or activities (column four).

### Pre-defined General Categories

**8. Task force operations:** Any organized operations aimed to deter or stop ORT or cargo theft. Preplanned/formal and spontaneous/informal operations may be counted. Some examples of task force operations include but are not limited to:

- Patrol: Any patrolling activities by watching over an area, especially by walking or driving around at regular intervals.
- Blitz: Any organized activity that includes a sudden or surprise element.
- Sting: Any deceptive operation.
- Fence: Any dealing of stolen goods operation.

Do NOT include task force operations to address MVT/MVAT as this is captured in the item below.

**9. Motor Vehicle Theft (MVT)/Motor Vehicle Accessory Theft (MVAT) operations:** Any organized operations aimed to deter or stop MVT/MVAT. Some examples of MVT/MVAT operations include but are not limited to:

- Catalytic converter etching: Engraving or etching a catalytic converter with a vehicle identification number (VIN), license plate, or other identifying number.
- Bait/decoy car: a vehicle used by law enforcement agencies to capture car thieves or thieves who steal items from cars. The vehicles are modified with surveillance technology and can be remotely monitored and/or controlled.

### **10. Real-time Information Center (RTIC) or Real-time Crime Center (RTCC)**

**activities:** A centralized location that incorporates a broad range of current and evolving technologies to leverage a wide range of data and coordinate sworn and/or nonsworn human resources for the purposes of surveillance, investigations, and the analysis of high-crime areas, active crimes in progress, or large-scale public events that may require law enforcement presence or response. The activities may include but are not limited to staffing the centralized location, usage of the equipment and/or

technology (e.g. cameras, database, investigative software, etc.), or investigative collaboration with the focus and purpose of preventing ORT, MVT/MVAT, or cargo theft.

**11. Retail/Business/Community Relations:** Any activities related to educational awareness, outreach and engagement with retailers, business and community members that are intended to address ORT Prevention and improve relations with stakeholders. This may include public meetings/events, conferences, and community events. Include those where the grantee was either the host or a participant.

**12. Other:** Any operation or activity to reduce ORT, MVT/MVAT, or cargo theft that does not fall into any of the previously listed categories.

## Equipment and Technology in Operation

This subsection includes a table in which each row lists pre-identified equipment or technology that may have been **put into operation** during the reporting period to address ORT, MVT, MVAT, or cargo theft. The information will help describe the changes in equipment and technology use over the grant period. The pre-identified items are defined below. For each item listed, use the text boxes within the table's respective row to report:

- The **quantity** that was **put into operation** during the reporting period with grant funds (column two) and with other funds (column three). Only report items put into operation. That is, if the item was purchased and acquired, but not yet put into operation, do not include it in the count. If the item was not put into operation, enter a quantity of zero (0). Do not report a rolling total across quarters. Meaning, do not include equipment and technology put into operation in prior quarters within the total quantity reported for the current reporting period.
- A **description** of the item(s) (column four).

### Pre-identified Equipment and Technology

**13. Automated license plate readers (ALPR):** Any computer-controlled camera or system that automatically captures license plate numbers. ALPRs are typically mounted on street poles, streetlights, highway overpasses, mobile trailers, or attached to police squad cars.

**14. Bait/decoy cars:** Any vehicle modified with surveillance technology that can be remotely monitored and controlled.

**15. Drones:** Any unmanned aircraft. Drones are also formally known as unmanned aerial vehicles (UAVs) or unmanned aircraft systems.

**16. Etching devices:** Any device or process that cuts into a metal surface to create a design.

**17. Security cameras:** Any camera that records images in or outside of a building or in a public place, in order to prevent or help solve crime. Some examples of security cameras are:

- Pan, tilt, and zoom (PTZ): Any security cameras that can rotate, tilt, and zoom in on particular areas or objects to provide variable surveillance fields of view.
- Live video feeds: Any live video monitoring that involves security operators who monitor multiple video cameras simultaneously in real time. Typically, video analytics software, located in the camera, can be set up with specific parameters that can target people and/or vehicles in a given area.

**18. Software/database:** Any software that helps with an investigative process or any database used to record key pieces of information and to quickly identify links among people, places, businesses, financial accounts, telephone numbers, and other investigative information.

**19. Tracking devices:** Any electronic or mechanical device that permits a person to remotely determine or track the position or movement of a person or object.

**20. Other:** Any equipment or technology used to reduce ORT that does not fall into any of the previously listed categories.

## Section E – Metrics

In this section four metrics are requested related to each of the three types of activities during the reporting period: ORT activities, MVT/MVAT, and cargo theft. For each, the metrics (defined below) are consistent:

- The **number of incidents reported** related to the topic (i.e., ORT, MVT/MVAT, or cargo theft).
- The **number of arrests made** related to the topic (i.e., ORT, MVT/MVAT, or cargo theft).
- The **number of full-time equivalent (FTE) staff positions** assigned to the respective prevention activities. This is requested for grant funded positions (column two) and positions funded with other funds (column three).
- The **number of cases referred to the District Attorney (DA) for prosecution** related to topic (i.e., ORT, MVT/MVAT, or cargo theft). This is requested by grant funded (column two) and other funds (column three).

### Definitions for the Metrics and Calculation Examples

- **Number of incidents reported related to the topic (i.e., ORT, MVT/MVAT, or cargo theft)**

Incidents reported are known events or occurrences related to the respective topic. This count includes all incidents reported, including dispatch incident

reports, officer incident reports, etc. in relation to the topic. The count should include all incidents reported across all partners of the grant funded project and steps should be taken to count each unique incident only once (that is, to avoid duplicate counts).

- **Number of arrests made related to the topic (i.e., ORT, MVT/MVAT, or cargo theft)**

The total number of arrests made in relation to the topic, regardless of charges. The count should include all arrests made across all partners of the grant funded project and steps should be taken to count each unique arrest made only once (that is, to avoid duplicate counts).

- **Full-time equivalent (FTE) staff positions assigned to the respective prevention activities (i.e., ORT, MVT/MVAT, or cargo theft)**

The calculation of a full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time work week. If the employer considers 40 hours to be a full-time workweek, then an employee working 40 hours per week would have an FTE value of 1.0. In contrast, a part-time employee working only 20 hours per week would have an FTE of 0.5—which shows that their hours worked are equivalent to half of a full-time employee.

For this metric, the calculation of an employee's FTE requires an additional step. That is, consideration of the average amount of time each week dedicated to the respective prevention activities. For example, if an employee working 40 hours per week generally dedicates 20 hours per week to the respective prevention activities, then that employee dedicates .50 FTE to the respective prevention activities.

As a final step to calculate the requested metric, **the sum FTE of all staff positions assigned to the respective activities is needed.** For example, assume three (3) staff members are assigned to ORT prevention activities as follows:

- Staff member A works .50 FTE.
- Staff member B works .75 FTE.
- Staff member C works .25 FTE.

In this example, the FTE that should be reported is 1.5 FTE (.50 + .75 + .25).

For the calculation of this metric the general scheduled hours for each staff member may be used. Also, as the actual hours per week may vary based on a variety of factors and circumstances, estimates are acceptable. These metrics should include all staff assigned to the ORT prevention activities across all partners. Exclude those staff, like patrol officers, that are responding to related activities as a part of their daily duties. Hours and staffing attributed to incidents and arrests vary greatly and can cause difficulties in estimating FTEs across the

department. As such, report only those specifically assigned to related activities and not those who generally respond. If patrol officers are directly assigned to task forces, or other related activities (see Section D), do include their FTEs within these calculations.

Due to overtime hours, one staff member may have FTE value greater than 1.0. For example, if a staff member assigned solely to ORT Prevention activities works 40 hours per week straight time and an additional 10 hours during the week of overtime, this staff member has a FTE value of 1.25. If the full-time hours are *not* grant funded report 1.0 FTE in column three and if the overtime hours are grant funded report .25 FTE in column two.

- **Number of cases referred to the District Attorney (DA) for prosecution related to topic (i.e., ORT, MVT/MVAT, or cargo theft)**

The total number of referrals made to the DA to prosecute in relation to the topic regardless of the DA's decision prosecute. The count should include all case referrals made across all partners of the grant funded project and steps should be taken to count each unique case referral only once (that is, to avoid duplicate counts). A case can include multiple co-defendants. When reporting this scenario, one (1) case with multiple co-defendants should be reported as one (1) unique case.

If, after an incident, a physical arrest or citation arrest is made and the case is referred to the DA for prosecution, report it in the corresponding metrics (ORT, MVT/MVAT, or cargo theft). If an incident occurs with no initial arrest(s) occurring, but a case is established, investigated and a suspect is subsequently identified and referred to the DA for prosecution (to be arrested at a later time or by another jurisdiction), report it in the corresponding metrics.

We recognize that departments may automatically file with the District Attorney's Office once an arrest is made, therefore, their arrest and referral counts will match.

Please do not include search warrant requests.

## **Section F: Challenges and Highlights**

This section includes two text boxes to provide narrative responses to describe any challenges and any project highlights that occurred during the reporting period.

1. **Challenges:** Use the text box provided to describe the challenges encountered during the reporting period, as well as any efforts to overcome the challenges.
2. **Project Highlights:** Use the text box provided to describe any highlights and/or accomplishments that occurred during the current reporting period.

Each text box will expand as necessary so that as much space as needed is available to ensure sufficient detail is provided to describe the progress and challenges during the reporting period. If stories about people are shared, generally it is best to NOT include personal identifying information. The descriptions provided should focus on the challenges or highlights for the reporting period.

## Section G: Additional Narrative

This section includes a text box to report any additional information necessary to detail the project's progress during the reporting period. If providing additional details in reference to a section within this report, please cite relevant sections. Any additional information that is project specific, which may help inform project progress, may be included here.

1. **Additional Narrative.** Use the text box provided to share any additional information necessary to explain the project's progress during the reporting period.

## Baseline Data Report

The template for the [Baseline Data Report](#) includes the four (4) sections identified below from the QPR. The completed report is ONLY required with the submission of quarter one (1) QPR and requests information and data for the year leading up to the grant funded program. That is, the information and data provided **is representative of the time period of October 1, 2022 through September 30, 2023.**

- Section A: Definitions of Key Terms
- Section D: Activities
- Section E: Metrics
- Section G: Additional Narrative

For completion, please refer to the instructions provided for each respective section within this *Data Reporting Guide*.