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| County: **Contract #:**  | For Quarter Ending: September 30, 2018 |
| **Completed by (include person’s name and phone number):** |  |

Due the 15th of the month following the end of each quarter (October, January, April, July) or the first business day after the 15th.

**PART ONE: Service Provision**

1. Report total number of group sessions provided by the project. All other participant information will be acquired through the FSSD.

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| --- | --- | --- |
|  | **This Quarter** | **Year to Date** |
| Number of Group Sessions |  |  |

**PART TWO: Council Activities**

 2. Discuss council activities this quarter. Include dates of council meetings and progress

towards obtaining/maintaining membership of required representation.

**PART THREE:** Complete the following narrative questions quarterly.

3. Please briefly describe the progress made on your project this quarter and any challenges or delays experienced. If no services have been provided for the quarter and yet you will be requesting funds, please provide a brief description of your activities.

4. Provide a summary of progress towards adherence to the program model as outlined in the contract.

5. Please share a story of impact from your program.

6. If your project utilizes blended funding, please indicate the following:

 a. ICAPP funds expended this quarter:

 b. Other funds expended this quarter:

SUBMISSION INSTRUCTIONS

* Each project needs to submit a quarterly report even if there was no activity during the quarter.
* Please submit by the 15th of month following the quarter or the first business day after the 15th.
* You can submit reports by: ***Email*** to icapp@pcaiowa.org.