**FAST Quarterly Narrative Guidelines**

**FORMAT**

The main report should be ~2-4 pages in length.

* There is no page limit for additional optional documents
* Please use no less than 11pt font
* A cover page is not required
* The document should be double spaced

**BODY**

**SECTION 1- COMPLETED GOALS AND OBJECTIVES**

This section is for the description of the goals and objectives that were completed for the quarter based on the performance plan. This should include:

* Provide a description of performance goals and objectives that were completed for the quarter.
* Actions and/or activities that have occurred in the quarter to achieve the objective listed.
  + Training, presentations, workshops, etc., and their topics.
* Innovative actions, accomplishments, or other information that may help evaluate the effectiveness of your program.

**SECTION 2- EXPLANATION OF SUCCESS METRICS**

This section is used to explain the metrics that were collected during the quarter, and how they illustrate all progress made during the quarter.

* + This section can be an analysis of both the metrics on the OMB form and additional metrics that are not reported to SBA.
    - **This does not supersede the submission of the required OMB form.**
  + Description of how funds were spent during the quarter versus the proposed budget for the quarter.

**SECTION 3- CHANGES IN IMPLEMENTATION OF OBJECTIVES**

This section is for the description of any discrepancies between the project plan timetable and the actual progress of your funded program.

* Budget problems and associated solutions that have been developed during the reporting period.
* Programing challenges (ongoing and resolved) that occurred during the reporting period.

**SECTION 4 – APPENDICIES (OPTIONAL)**

* Listing of upcoming events for the next quarter
* Success stories