

Dear Adolescent Family Life (AFL) Grantees:

All AFL grantees funded by the Office of Adolescent Pregnancy Programs (OAPP) must complete an End of the Year report. This report is **due 90 days** after the end of each budget cycle. For example, if your budget cycle ends on June 30, 2009, your report will be due September 30, 2009.

PLEASE NOTE: The project director of the agency that receives federal funding directly from the Office of Adolescent Pregnancy Programs is responsible for the accuracy and completeness of the submitted report. This includes the program component *and* the evaluation component of the report. **Please send an electronic copy of the complete report to your Project Officer when you submit the report to the Office of Grants Management.**

Attached are the End of the Year report template, instructions for completing the report and enclosures A, B & C used to report data from the past project year. In addition to the program and evaluation reports and enclosures described here, projects must submit a Financial Status Report (FSR) as well.

For the End of Year Report for Project Years 1-4, projects should complete the report, including Enclosures A, B, & C, using data from that specific project year (e.g. October 1, 2009-September 30, 2010).

At the end of Project Year 5, use this End of Year Report template and complete the program progress report and evaluation report covering content for the project over all 5 years. For program statistics, complete Enclosure A twice, once for year 5 participants and once for cumulative participants over all 5 years. For the efficiency measure, complete Enclosure C only for year 5.

All End of the Year Reports can be uploaded electronically using [www.Grantsolutions.gov](http://www.Grantsolutions.gov) or mailed to:

Office of Public Health and Science (OPHS)  
Office of Grants Management  
1101 Wootton Parkway  
Suite 550  
Rockville, Maryland 20852  
(AFL Demonstration End of the Year Report)

If you have any questions regarding this report, please contact your Project Officer.

Sincerely,

Alicia Richmond Scott, MSW  
Director  
Office of Adolescent Pregnancy Programs  
Office of Population Affairs