

# OFFICE OF ADOLESCENT HEALTH

## **GUIDANCE FOR PREPARING A SIX-MONTH PROGRESS REPORT**

*Pregnancy Assistance Fund Grantees*



**Due: May 31, 2013**

Office of Adolescent Health

GUIDANCE FOR PREPARING A SIX-MONTH PROGRESS REPORT

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**Office of Adolescent Health**  
**GUIDANCE FOR PREPARING A SIX-MONTH PROGRESS REPORT**

**PART ONE: GENERAL INSTRUCTIONS**

Eligibility

These instructions are applicable to existing Office of Adolescent Health Pregnancy Assistance Fund grantees and provide guidance on the preparation and submission of a six-month progress report.

Purpose

The purpose of the six-month progress report is to describe the progress of the project during the first half of the current budget year. The Exhibits included in this Guidance offer examples of how to provide the required information in a clear and succinct way.

The OAH Guidance for Preparing a Six-Month Progress Report prescribes the content, and submission for OAH progress reports. Six-Month Progress Reports will be reviewed by the OAH Project Officer and the OASH Office of Grants Management Grants Management Specialist. The progress report must provide detailed information on the progress in accomplishing goals and objectives during the first six months of the current budget year.

**PART TWO: SUBMISSION OF SIX-MONTH PROGRESS REPORT**

The six-month progress report should include:

- Table of contents (recommended if the report is accompanied by several appendices)
- Six-month progress report that includes a detailed summary of the status of planned activities for the recently completed budget year
- Additional materials in the appendices

The six-month progress report, including all appendices and supplemental documents, should be submitted to OAH and OGM electronically. All required reporting documents should be submitted and uploaded within the Grant Notes section of my grants within GrantSolutions for access by the assigned OAH Project Officer and OGM Grants Management Specialist. Grantees should include the grant number on all submissions. All materials must be submitted by **Friday, May 31, 2013 at 11:00 p.m. Eastern Standard Time.**

**I. TABLE OF CONTENTS**

A Table of Contents outlining the components of the progress report is recommended if your progress report includes extensive appendices.

## II. SIX-MONTH PROGRESS REPORT

The six-month progress report should describe the completion of objectives and activities during the first six months of the current budget period as reflected in the Notice of Grant Award (September 1 , 2012 – February 28, 2013).

The progress report is a mechanism through which grantees detail their accomplishments and activities over the first six months of the final budget period. All goals, objectives, and activities identified in the six-month progress report should be clearly connected. Each activity identified and described should directly support a corresponding objective. The progress report should include a thorough description of all objectives and activities to support the grant program, including those focused on project management, program implementation, and evaluation.

In order to appropriately document the progress of the grant, the progress report should include explanations for each objective and activity identified. Explanations for achieving or not achieving the identified objective or activity should include supportive statements. Descriptions supporting the accomplishment of the objective or activity should provide more information than a “yes” or “no” response.

The progress report should:

- Describe the status (met, ongoing, or unmet) of each objective and activity.
- Provide a narrative describing what has been done to work toward accomplishing the objectives and completing the planned activities (include any outcomes to date).
- Describe any barriers encountered, and how the barriers were addressed.
- If applicable, include the reasons that goals or objectives were not met and a discussion of assistance needed to resolve the situation.
- Report on any other significant project activities, accomplishments, setbacks or modifications (e.g., change in key staff, change in scope) that have occurred during the six-month reporting period and were not part of the program work plan. These should include legislative and/or judicial actions impacting the program, as well as agency events.

Exhibit C provides a checklist of key information that should be included in the progress report. The items listed in the checklist represent required activities as stated in the funding announcement. Ultimately, the progress report should be specific to your program and should provide a thorough update on the status of your program objectives and activities completed during the first six-months of the final period. The checklist provides guidance on the minimum activities that should be included in the progress report, but is not exhaustive.

The narrative included in your progress report should be detailed and supporting documents (included as Appendices) should be included if they add clarity or depth, substantiate the narrative, and/or present information succinctly. Extensive appendices are not required. Six-month progress reports are evaluated on the basis of substance, not length. Cross-referencing should be used rather than repetition.

See **Exhibit A** for an example of a Six-Month Progress Report Template.

See **Exhibit B** for an example of a partially completed Six-Month Progress Report.

See **Exhibit C** for the Progress Report Checklist with a list of key information to include in the progress report.

### **III. APPENDICES**

Supporting documents that add value or clarity to the information presented in the progress report or work plan should be included in the appendices. Materials included in the appendices should present information clearly and succinctly. Extensive appendices are not required.

#### **PART THREE: EXHIBIT INFORMATION AND SAMPLE FORMATS**

EXHIBIT A. EXAMPLE PROGRESS REPORT TEMPLATE

EXHIBIT B. EXAMPLE PROGRESS REPORT

EXHIBIT C. PROGRESS REPORT CHECKLIST FOR PAF GRANTEES

**EXHIBIT A – Example Six-Month Progress Report Template**

Name of Grantee

Grant #:

September 1, 2012 – February 28, 2013

<b>Goal:</b>		
<b>Objective:</b>	<p><b>In Progress</b></p> <p><b>Met</b></p> <p><b>Unmet</b></p>	<p>Provide a brief description of the accomplishments, barriers encountered, populations served, activities undertaken and the collaborative partners involved in working toward the objective. Document any outcomes that are a result of your grant-funded activities. Provide a justification for any objectives that are not currently either in progress or met along with a description for how you are planning to proceed on any unmet objectives.</p>
<b>Activity:</b>	<p><b>In Progress</b></p> <p><b>Met</b></p> <p><b>Unmet</b></p>	<p>Describe the activities that have taken place to date and any barriers encountered. Document any outcomes that are a result of your grant-funded activities. Provide a justification for any redirection of activities (i.e. unmet, revised).</p>
<b>Activity:</b>	<p><b>In Progress</b></p> <p><b>Met</b></p> <p><b>Unmet</b></p>	<p>Describe the activities that have taken place to date and any barriers encountered. Document any outcomes that are a result of your grant-funded activities. Provide a justification for any redirection of activities (i.e. unmet, revised).</p>
<b>Activity:</b>	<p><b>In Progress</b></p> <p><b>Met</b></p> <p><b>Unmet</b></p>	<p>Describe the activities that have taken place to date and any barriers encountered. Document any outcomes that are a result of your grant-funded activities. Provide a justification for any redirection of activities (i.e. unmet, revised).</p>

### **Additional Narrative**

Report on any other significant project activities, accomplishments, setbacks or modifications (e.g. change in key staff, change in scope) that have occurred in the current budget period and were not part of the program work plan. These should include legislative and/or judicial actions impacting the program, as well as agency events.

### **Trainings**

Please provide feedback on the OAH provided trainings and technical assistance provided, including TA webinars, tip sheets, evaluation webinars, and evaluation briefs. Please provide specific comments on what you as a grantee found useful and what areas you would like to see improved upon.

**EXHIBIT B: Example Six-Month Progress Report (Partial)**

**Grantee X; Grant #:xxxxx**

**September 1, 2012 – February 28, 2013**

**Goal:** Replicate xxx evidence-based program in 60 sites across xxx County.

<p><b>Objective:</b> By August 31, 2012 train all facilitators in the xxx evidence-based program model.</p>	<p><b>In Progress</b></p>	<p>By the end of the first grant year, we will have trained all 60 facilitators in the xxx evidence-based program model. To date, we have accomplished 75% of the activities under this objective. We searched for organizations that were certified to conduct training on the evidence-based program, had a conversation with each organization about the content and cost of their training, selected and entered into an agreement with xxx organization to conduct our trainings, and have conducted two of the four facilitator trainings. We're offering the same training four times to provide options in the location and timing of the training and to limit each training to no more than 15 participants. The remaining two trainings will be completed in May.</p>
<p><b>Activity:</b> Identify and secure a trainer to conduct training on xxx evidence-based program.</p>	<p><b>Met</b></p>	<p>We identified three organizations that were certified to conduct trainings in xxx evidence-based program. We contacted each organization to learn more about the content and cost of their training. Each organization offered a three-day training, but one organization also included 20 hours of follow-up technical assistance in their training plan. The cost estimates from the three organizations were similar. We decided that having the 20 additional hours of technical assistance from the trainer would be beneficial since this is a new program for all of our facilitators, therefore we selected xxx organization. We signed a contract with xxx organization to conduct four identical three-day trainings for our facilitators and to provide 20 hours of follow-up technical assistance. It was agreed that our organization would take care of the logistics and registration for each training.</p>
<p><b>Activity:</b> Conduct four, 3-day trainings in the xxx evidence-based program for program facilitators.</p>	<p><b>Partially Met</b></p>	<p>Training dates and locations for four 3-day trainings were secured: March 22-24 (xxx location in Kansas City); April 14-16 (xxx location in Baltimore, MD); May 2-4 (xxx location in St. Louis); and May 20-22 (xxx location in Atlanta)</p> <p>Trainings were advertised to the 60 facilitators who are implementing the xxx evidence-based program. Each training includes an overview of the program model, core components, and teaching philosophy; a detailed review of the activities included in the program; time for each participant to practice delivering the program activities; review of the fidelity monitoring tools; discussion about allowable adaptations; and review of the available evaluation tools (see Appendix A – Training Agenda). Training participants completed an evaluation form after the training. Results have been analyzed for the first two trainings and indicate that facilitators are confident in their ability to implement the program with fidelity as a result of the training.</p>

## EXHIBIT C: PROGRESS REPORT CHECKLIST FOR PAF GRANTEES

### Instructions:

The content for this checklist is based on information noted in the Funding Opportunity Announcement (FOA) and is not meant to be exhaustive of everything that a grantee should include in its progress report. A grantee's progress report should describe the progress and plans for the grantee's overall program and may include objectives and activities in addition to those outlined in the checklist below.

- Thorough narrative description on the status of each objective and activity described in the current year's work plan
  - Narrative description of work done toward accomplishing the planned activities
  - Description of any barriers encountered and how the barriers have been addressed during the reporting period
  - If applicable, describe why any goals or objectives were not met and the assistance needed to resolve the situation
- Status of project management activities including:
  - Description of staff recruitment and retention
  - Description of staff training and professional development
  - Description of activities implemented to monitor implementation partners and/or contractors
- An update on the following activities:
  - Recruitment and retention of program participants including information on any challenges/barriers and how they were overcome.
  - Ensuring all materials are medically accurate
  - Identifying and collecting performance measure data
  - Marketing the program
  - Building, enhancing and sustaining partnerships to support the program
  - Training and professional development for implementation partners/facilitators
  - Evaluating the program's success
- If funded to work with IHEs, schools, or communities, an update on:
  - Activities to improve access to resources for pregnant and parenting teens and students
  - Annual assessment of participating IHEs, schools, and/or communities in meeting the needs of the pregnant and parenting teens and students
  - Efforts to identify and partner with public and private service providers to meet the needs of pregnant and parenting teens and students
  - Efforts to assist pregnant and parenting teens and students, fathers or spouses, in locating and obtaining services that meet their needs
  - Description of the development and use of a system for providing referrals
- If funded to work to improve services for pregnant women who are victims of domestic violence, sexual violence, sexual assault, and stalking, an update on:
  - Intervention services, accompaniment, and supportive social services
  - Technical assistance and training relating to violence against eligible pregnant women
- Description of activities focused on program sustainability
- Description of any social marketing activities (websites, PSAs, social media campaigns, etc.)
- Description of any other significant activities, accomplishments, setbacks, or modifications that have impacted the program but may not have been included in the initial work plan