

OFFICE OF ADOLESCENT HEALTH

PREGNANCY ASSISTANCE FUND

**GUIDANCE FOR PREPARING AN ANNUAL
PROGRESS REPORT**



August 2014

Office of Adolescent Health

GUIDANCE FOR PREPARING AN ANNUAL PROGRESS REPORT

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Office of Adolescent Health

GUIDANCE FOR PREPARING AN ANNUAL PROGRESS REPORT

PART ONE: GENERAL INSTRUCTIONS

Eligibility

This document provides guidance on the preparation of an annual progress report and federal financial report for the Office of Adolescent Health (OAH), Pregnancy Assistance Fund (PAF) grantees.

Purpose

The purpose of the annual progress report and federal financial report are to:

- Report on the progress of the project during the recently completed budget period.
- Provide a statement of expenditures associated with the grant during the recently completed budget period.

The OAH Guidance for Preparing an Annual Progress Report describes the content and submission procedures for completing the annual progress report and federal financial report. Annual progress reports will be reviewed by the OAH Project Officer and the Office of Grants Management (OGM) Grants Management Specialist. The annual progress report must provide detailed information on the progress in accomplishing goals and objectives during the recently completed budget period.

PART TWO: ANNUAL PROGRESS REPORT SUBMISSION

The annual progress report and all supporting documents must be received no later than **Friday, October 30, 2014**.

Electronic Submission (required)

The annual progress report, including all required documents, must be submitted to OAH and OGM electronically through GrantSolutions. All required reporting documents must be submitted and uploaded within the Grant Notes section of “My Grants” for access by the assigned OAH Project Officer and OGM Grants Management Specialist. Grantees should include the grant number on all submissions.

The federal financial report is now required to be submitted electronically only through GrantSolutions using the FFR Reporting Module. You must submit the federal financial report by **Friday, October 30, 2014**.

PART THREE: ANNUAL PROGRESS REPORT CONTENT

The annual progress report must include:

- Table of contents
- Twelve-month progress report that includes a detailed summary of the status of planned activities for the recently completed budget year

- One or more key accomplishments and successes from the recently completed budget period
- Additional materials in the appendices

The contents of the report should be properly labeled and numbered. Content should be concise, complete and written in 12-point font. Adherence to the following guidelines will facilitate the review of the annual progress report.

I. TABLE OF CONTENTS

A Table of Contents outlining the components of the annual progress report is required and will provide assurance that the report is complete.

II. ANNUAL PROGRESS REPORT

II. a. Twelve-month progress report

The twelve-month progress report should describe the completion of objectives and activities during the entire recently completed budget period as reflected in your Notice of Grant Award (August 1, 2013 – July 31, 2014).

The progress report is a mechanism through which grantees can detail their accomplishments and activities over the past year. The report should add to the six-month progress report submitted with the continuation application in April and include a summary of progress for the entire 12-month project period. The progress report should include a thorough description of both programmatic and evaluation objectives and activities.

All goals, objectives, and activities identified in the annual progress report should be clearly connected. Each activity identified and described should directly support a corresponding objective.

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 activity should include supportive statements. Descriptions supporting the accomplishment of the 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 planned activities (include the outcomes of your actions).
- 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 in the past year 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. Ultimately, the progress report should be specific to the program and should provide a thorough update on the status of your program objectives and activities completed during the 12-month period. The checklist provides guidance on the minimum activities that should be included the progress report, but is not exhaustive.

The narrative included in the 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. Twelve-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 Twelve-Month Progress Report Template.

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

See **Exhibit C** for the PAF Checklist of key information to include in the progress report.

II. b. Key Accomplishments and Successes

Grantees should provide a 3-4 short narratives outlining the top 3-4 accomplishments and successes that occurred as a result of OAH PAF funding during the reporting period. For each accomplishment/success, the paragraph should provide an overview of the activities implemented and the resulting outcomes. The grantee should also describe why the accomplishment/success was meaningful to their organization or community.

Grantees are also encouraged to submit 1-2 photos from their program that can provide a visual for the narratives. All photos should be clearly labeled with the grantee name and uploaded as a separate JPEG (“.jpg”) file within the Grant Notes section of GrantSolutions. The photos should also be accompanied by a description of the photo and acknowledgement of who took the photo. In addition, the grantee must confirm that it has received permission to use the photo from all persons in the photo.

Key accomplishments and successes are critical in helping educate decision makers about the impacts of programs, demonstrating responsible use of resources, sharing best practices, and attracting new partners. OAH shares grantee successes in presentations and publications, during meetings with key stakeholders, and on the OAH website.

See **Exhibit D** for a template of PAF Key Accomplishment and Successes. **Exhibit D** also includes a template for the photo descriptions.

III. PERFORMANCE MEASURES

For this reporting period, given that OAH had not received Office of Management Budget approval for the performance measures at the time this budget period started, grantees should submit data on the following: program reach (number of participants served, including demographics, e.g., age, gender, race, ethnicity); key partnership established; and number of trainings provided to staff and partners. Starting in Year 2 grantees will be expected to collect and report on a common set of performance measures to assess program implementation and whether the program is achieving intended outcomes.

IV. SUSTAINABILITY PLANNING

Grantees should provide an update on their Sustainability Planning. OAH expects grantees to develop a sustainability plan within the first 12-18 months of receiving funding, and to implement strategies focused on sustaining the program each year. Grantees are encouraged to develop a sustainability plan with their partners and key stakeholders.

V. FEDERAL FINANCIAL REPORT

A Federal Financial Report, Standard Form 425 (SF-425), must be submitted on the annual reporting period no later than December 29, 2014. The instructions for completion are available at http://www.whitehouse.gov/omb/grants_forms. Hard copy submissions are no longer accepted by the OASH Office of Grants Management. Reports are now required to be submitted electronically only through GrantSolutions using the FFR Reporting Module.

VII. APPENDICES

Supporting documents that add value or clarity to the information presented in the progress report should be included in the appendices. Materials included in the appendices should present information clearly and succinctly and add depth to the report.

PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMATS

EXHIBIT A. TWELVE-MONTH PROGRESS REPORT TEMPLATE

EXHIBIT B. TWELVE-MONTH PROGRESS REPORT EXAMPLE

EXHIBIT C. PAF ANNUAL PROGRESS REPORT CHECKLIST

EXHIBIT D. KEY ACCOMPLISHMENTS AND SUCCESSES

EXHIBIT A – Example Twelve-Month Progress Report Template

Name of Grantee

Grant #:

August 1, 2013 – July 31, 2014

Goal:			
Objective:	In Progress	Met	Unmet
Activity:	In Progress	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of grant-funded activity. Provide a justification for any activities that are still in progress or were not met.	
	Met		
	Unmet		
Activity:	In Progress	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of grant-funded activity. Provide a justification for any activities that are still in progress or were not met.	
	Met		
	Unmet		
Activity:	In Progress	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of grant-funded activity. Provide a justification for any activities that are still in progress or were not met.	
	Met		
	Unmet		

EXHIBIT A – Twelve-Month Progress Report – p. 2

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.

Additional Barriers, Challenges, and Solutions

Report on any additional barriers, challenges, or innovative solutions not previously captured in the annual progress report. Provide a discussion on each barrier or challenge and any solutions that were identified or are being considered.

EXHIBIT B: Example Twelve-Month Progress Report (Partial)

**Grantee X; Grant #:xxxxx
August 1, 2013 – July 31, 2014**

Goal: Replicate xxx evidence-based program in 15 sites across xxx County.

Objective: By July 31, 2014 ensure all facilitators are trained in the xxx evidence-based program model.	Met
Activity: Identify and secure a trainer to conduct training on xxx evidence-based program.	Met 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 3-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.
Activity: Conduct four, 3-day trainings in the xxx evidence-based program for program facilitators.	Met Training dates and locations for four 3-day trainings were secured: <ol style="list-style-type: none">1. March 22-24, 2014 at the xxx community organization in City2. April 14-16, 2014 at the xxx community organization in City3. May 2-4, 2014 at the xxx community organization in City4. May 20-22, 2014 at the xxx community organization in City Trainings were advertised to the 15 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; and review of any program evaluation efforts.

EXHIBIT C: PAF ANNUAL PROGRESS REPORT CHECKLIST

Annual Progress Report

- Thorough narrative description on the status of each objective and activity
- Work plan goals, objectives, and activities are aligned and written in SMART format
- Status of project management activities
 - Recruitment and retention of staff
 - Staff training and professional development
 - Monitoring of implementation sites
 - Monitoring of contractors/sub- awards
- Progress related to:
 - Recruitment and retention of program participants
 - Activities to ensure all materials are medically accurate
 - Marketing the program
 - Building and enhancing partnerships to support the program
 - Provision of training and professional development for partners
 - Dissemination of information about the program through presentations or publications
 - Evaluation and assessment of the success of the program
- If funded to work with Institutions of Higher Education (IHEs), schools, or communities, an update on:
 - Activities to improve access to resources for expectant and parenting teens and students, and their families.
 - Annual assessment of participating IHEs, schools, and/or communities in meeting the needs of the expectant and parenting teens and students
 - Identification of and partnering with public and private service providers to meet the needs of expectant and parenting teens, student and their families
 - Assistance for expectant 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
- Performance Measures
 - Collection of performance measures (**For this reporting period, grantees are only required to submit performance measures on the number of participants reached, trainings conducted, and partnerships developed; however, grantees are encouraged to submit any additional performance measure data collected.**)
- Description of any activities focused on program sustainability
- 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

EXHIBIT D: PAF KEY ACCOMPLISHMENTS & SUCCESSES TEMPLATE

Key Accomplishments & Successes during Reporting Period

What were the project's key successes this past year? Lessons learned? What were the greatest accomplishments? Reflecting on the past year, what makes you most proud?

Accomplishment/Success #1:

Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

Accomplishment/Success #2:

Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

Accomplishment/Success #3:

Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

EXHIBIT D – Key Accomplishments & Successes Template – p. 2

Accomplishment/Success #4:

Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

Photos to Showcase PAF Program & Successes

Photo #1:

- File Name:
- Description of Photo:
- Has permission been obtained from persons in photo? Yes No
- Photo Credit (who took the photograph):

Photo #2:

- File Name:
- Description of Photo:
- Has permission been obtained from persons in photo? Yes No
- Photo Credit (who took the photograph):