



Federal Reporting: Guidance for Completing Your Annual Progress Report, Three Year Final Report & Requesting a No Cost Extension

**Office of Adolescent Health
Office of Grants Management**

Webinar Objectives

- Describe the submission and content requirements for completing the OAH Annual Progress Report and Federal Financial Report.
- Summarize the process for completing a Three Year Progress Report.
- Request a No Cost Extension

Reports Due Dates

Three primary reports due:

- Annual progress report
- Three year closeout progress report
- Federal fiscal report
- Due date November 30th
 - Exception – Approved No Cost Extension

Annual Progress and Financial Reports

- Program Progress Report
 - 12-month progress report (September 1st – August 31st)
 - Describes the completion of objectives and activities for the entire 12 months of the recently completed budget period
 - Success story

- Federal Financial Report
 - FFR- SF425

Submission Process

- Due date for the Annual Progress Report submission: November 30th
- Submit Annual Progress Reports and Three Year Progress Reports
- Submit electronically via GrantSolutions
- Include the official grant number on all submissions

Submission Process

- Federal Financial Report: Due November 30th
- Submit Federal Financial Reports:
 - Electronically through GrantSolutions (required)
 - Use the FFR Reporting Module
 - Specific instructions are located at-
http://www.whitehouse.gov/omb/grants_forms

Expectations for 12-Month Progress Report

- Provide an update based on the objectives of your program.
- Focus on the entire 12-month period of September 1st through August 31st.
- Describe major accomplishments.
- Describe any challenges/barriers you encountered and how they 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 of work) that have occurred in the current budget period.

Expectations for 12-Month Progress Report

- Include sufficient detail that any one picking up the report could understand what you have been doing and what has been accomplished.
- Be sure to include challenges faced; brainstorm ideas to overcome those challenges.
- No specific length is required– just a solid level of detail and depth.
- Recommended template is not required; the requirement is to cover the bulleted points.

Example of Progress Report

EXHIBIT B: Example Twelve-Month Progress Report (Partial) <i>Grantee X; Grant #:xxxxx</i> September 1st – August 31st		
Goal: Replicate xxx evidence-based program in 60 sites across xxx County.		
Objective: By August 31, 2010 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 3-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: 1.March 22-24, 2010 at the xxx community organization in City 2.April 14-16, 2010 at the xxx community organization in City 3.May 2-4, 2010 at the xxx community organization in City 4.May 20-22, 2010 at the xxx community organization in City 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 indicate that facilitators are confident in their ability to implement the program with fidelity as a result of the training.

Three Year Closeout Progress Report

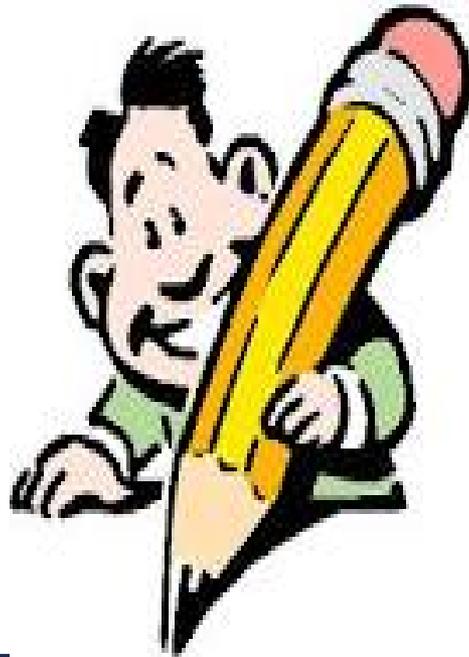
Grantee Progress

- Report should cover the periods September 1, 2010
August 31, 2013
- Highlight the accomplishments and activities
- Approved No Cost Extension

Key Points of Final Report

- Detailed narrative
 - Number served
 - Number of key partners
 - Number of program sites
- Challenge encountered
- Lesson learned
- Significant project accomplishments
- Significant modifications

How to Write a Success Story



A detailed and objective account about action and behavior relating how something was used, what results were achieved, and what specific factors enabled or interfered with success. (The Success Case Method, Robert O. Brinkerhoff)



When presented effectively, success stories can be a useful tool for educating your stakeholders about the outcomes of your work and the results you are achieving.

Why are Success Stories Important?

- Shows progress in addressing relevant issues for your community.
- Provides information to policymakers, funders, and other stakeholders about the impact of your program.
- Demonstrates responsible use of resources to stakeholders.
- Shares best practices with interested parties.
- Markets your program to a wide audience (e.g. policymakers, funders, grantees, organizations).
- Enhances positive public relations.
- Attracts new partners for collaboration.

IMPORTANT



What Can Your Success Story be Used for?

- Satisfy Congressional Requests
- OAH, HHS, and Administration-wide Reports
- Briefings
- Presentations to OAH, HHS, and other agencies in the Administration
- Presentations to External Audiences
- Requests from Foundations
- Budget Documents
- OAH Publications
- Trainings
- OAH Website



Elements of a Success Story



General Suggestions:

- Follow the 80/20 rule to effective writing
- Give it a rest.
- Keep the story to no more than two pages.
- Cite data references properly by using APA citation.
- Know that writing success stories is a powerful process.

***OASH –
Office of Grants Management
Closeout and No Cost Extension
Requirements***

What is Closeout?

- Closeout refers to the end of a grant's project period (life-cycle).
 - It's HHS policy to ensure that the Government's interests are adequately protected at all times. The HHS Grants and Program Offices are responsible for administering the closeout procedures and shall ensure that all significant actions have been adequately documented and all necessary administrative reports have been received by both offices as required.
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What is Closeout? (continued)

- Closeout of a grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability.
 - The Federal government may recover any funds owed based on the results of an audit covering any part of the period of grant support.
 - Following closeout, your organization remains obligated to return all federal funds due as a result of later refunds, corrections, or other transactions.
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Office of Grants Management

Responsibilities

During the closeout process, your Grants Management Specialist (GMS) will work closely with you to:

- Provide guidance on all closeout requirements,
 - Ensure compliance of all terms and conditions,
 - Ensure all final documents are submitted timely,
 - Ensure that your grant is completely closed.
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Program Office Responsibilities

The Program Office will:

- Work with you and OGM to ensure they provide programmatic guidance on all close out requirements,
 - Will be responsible for reviewing and approving your final progress and programmatic reporting requirements,
 - If acceptable, will concur to programmatic closeout of grant.
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Closeout Notification

At the beginning of the final budget period, an initial notification of the closeout requirements were included within the Notice of Award. The details are listed under Special Terms and Requirement & Reporting Requirements.

Close out NoA Final Financial and Property Report :

- The grantee organization is required to submit :
 - 1. SF-425 – Final Federal Financial report
 - 2. SF-428 – Tangible Personal Property report and/or Disposition report
 - These documents are due within 90 calendar days after the expiration of the project and budget period end date and due by 11-29-13.
 - Both the SF-425 and SF-428 with instructions for completing the forms can be found on the Web at:
http://www.whitehouse.gov/omb/grants_forms
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Closeout – How to submit in GrantSolutions

- SF 425 – Final Federal Financial Report must be submitted using the GrantSolutions FFR Reporting module. The individual submitting must have an account to access the FFR reporting module .
 - SF 428 – Tangible Personal Property report and/or Disposition report if applicable must be uploaded within the Grant Notes section of GrantSolutions under the award.
 - Final Program Progress - All requirements must be uploaded within the Grant Notes section of GrantSolutions under the award.
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Delinquent Reports (continued)

- **90 Calendar Days** following the expiration of the grant award, *a reminder message is sent to the Project Director and Executive Director or Authorizing Business Official.*
 - **120 Calendar Days** following the expiration of the grant award, *a second reminder message is sent to the Project Director and Executive Director or Authorizing Business Official.*
 - **150 Calendar Days** following the expiration of the grant award, *if all required documents have not been received, sanctions may be imposed in accordance with HHS Grants Policy*
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Request for No Cost Extensions (NCE)

Request for Extensions

- No Cost Extensions (NCE) provide a one time extension beyond the ending date of a final project period without additional funding for **up to 12 months.**
 - Expiration of the grant is not in itself sufficient justification for an extension.
 - Having unspent funds are not a justification for an extension.
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Purpose for NCE

- Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project.
 - The extension is necessary to permit an orderly phase out of a project that will not receive continued support
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NCE Requirements

- Provide a detailed explanation of the proposal indicating why the NCE is needed, length of time needed: 30 days thru 12 months.
 - What will be accomplished during the NCE period.
 - If the proposal requires usage of un-obligated funds, the request must include an itemized Budget and Budget Narrative Justification **and interim FFR.**
 - Submit as an amendment within GrantSolutions for review and consideration **within 30 days of the end of the Project Period end date.**
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NCE – How to submit in GrantSolutions

- Find your grant on the My Grants List page.
 - Click the Manage Amendments link.
 - Click the New button at the bottom of the Manage Amendments page.
 - Select the amendment type, “Extension with/without Funds ” and click the create amendment button.
 - Input data and upload the required supportive documentation into the enclosures provided within the Amendment Application Control Checklist
 - When finished, select verify submission and to complete, select Finalize Submission.
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Questions?
