OFFICE OF ADOLESCENT HEALTH

GUIDANCE FOR PREPARING THE
FINAL PROGRAM PROGRESS REPORT

Report Due: No later than 90 Calendar Days After the End of the Project Period Ending Date

Updated April 2017

Office of Adolescent Health

GUIDANCE FOR PREPARING A FINAL REPORT

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Office of Adolescent Health (OAH)

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PART ONE: GENERAL INSTRUCTIONS

This document provides guidance on the preparation of a final report for OAH grantees.

The purpose of the final report is to report on the progress and accomplishments of the project over the entirety of the grant.

The OAH Guidance for Preparing a Final Report describes the content and submission procedures for completing your Final Report. Reports will be reviewed by the Office of Adolescent Health and the Office of Grants Management (OGM). The report must provide detailed information on the progress in accomplishing goals and objectives over the entirety of the grant.

PART TWO: FINAL REPORT SUBMISSION

The Final Report and all supporting documents must be received no later than **90 calendar days after the end of the project period ending date**. Please note, in addition to your final report for the entire grant period, you must also submit an Annual Progress Report (APR) for the last year of your grant.   Separate guidance is available for the APR.

- If you do not receive a no-cost extension, your final report is due no later than 90 calendar days after the end of the project period ending date.
- If you do receive a no-cost extension, your final report is due no later than 90 calendar days after the end of the no-cost extension period ending date.

Electronic Submission (required)

The final report, including all required documents, must be submitted to OGM electronically through Grantsolutions.gov. All required reporting documents should 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. You should include the grant number on all submissions.

PART THREE: FINAL REPORT CONTENT

The final report should include:
- Table of contents
- Executive summary
- Final Report (Narrative Format)
- Key accomplishments and successes from the entirety of the grant
- Final program package *(TPP Tier 2B only)*
- Summary of products, presentations, and publications
- Appendices for additional documents/materials

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 guidelines will facilitate the review of the final report.

I.   TABLE OF CONTENTS

A Table of Contents outlining the components of the final report is required. It will ensure that all components have been addressed in the final report.

II. EXECUTIVE SUMMARY

The executive summary should provide a concise description of your project including the program implemented, population served, setting, data collection results, discussion of any evaluation findings, key accomplishments and successes, and plans for sustainability.

III. FINAL REPORT (Narrative Format)

The final program progress report should describe the completion of objectives and activities implemented to achieve the program's goal(s) over the entirety of the grant. If you receive a no-cost extension, the final report should cover the time period from the first day of Year 1 through the last day of the no-cost extension period ending date, including the no-cost extension period. If you do not receive a no-cost extension, the final report should cover the time period from the first day of Year 1 through the last day of the project period.

The final report is where you should detail your progress in meeting all stated goals, objectives, and activities over the entirety of the grant. The report should include a summary of progress for the entire project period including the no-cost extension, if applicable. The final report should include a thorough description of both program and evaluation objectives and activities.

The final report should:
- Provide detailed narrative describing efforts taken to accomplish the stated goal(s), program objectives, and planned activities, and the outcomes of those efforts.
- Report on lessons learned in implementing the program.
- Report on challenges encountered and how the challenges were addressed.
- Report on any significant project activities or accomplishments.
- Report on significant modifications that occurred over the course of the grant that were not part of the original program.
- Provide a description of plans for sustaining the program beyond the end of the grant.
- For grantees who have a no-cost extension and serve youth during the no-cost period you should report the number of participants served during the no-cost period in your final report narrative.

IV. DESCRIPTION OF KEY ACCOMPLISHMENTS AND SUCCESSES

You should provide a short narrative for your most significant accomplishments and successes that occurred as a result of OAH funding. For each accomplishment/success, you should provide an overview of the activities implemented and the resulting outcomes. You should also describe why the accomplishment/success was meaningful to your organization and/or community.

See **Exhibit A** for a template to document Key Accomplishments and Successes.

V. FINAL PROGRAM PACAKAGE/DISSEMINATION PLANS *(TPP Tier 2B only)*

Final Program Package

All OAH TPP Research and Demonstration grantees (Tier 2B) are expected to package their program so that it is implementation ready and includes all of the necessary information to allow it to be effectively implemented by someone other than the program developer.

All Tier 2B grantees must submit a complete electronic copy of the final implementation-ready intervention to OAH. The electronic copy is required to be uploaded to your final year folder in MAX.gov.

To be considered implementation ready, your final program package must include the following:

1. **Evidence of the programs' effectiveness** – A description of the evidence supporting the program's effectiveness, including a discussion of the evaluation results and information from the developer on what makes the program work. This should include a description of evaluation results on behaviors, knowledge, attitudes, and other relevant outcomes measured by the evaluation.

2. **Core components** - Core components are the program characteristics related to achieving the outcomes associated with the program. Developers should identify core components of the program related to (a) content (what is taught); (b) pedagogy (how the content is taught); and (c) implementation (learning environment in which the program is taught).

3. **Logic model and theory** - A program logic model describes the connections between the resources available, activities conducted, short-term outcomes, and long-term outcomes. In addition to the logic model, knowledge of the theory used to develop the program is critical in helping implementers understand how the program works to achieve its stated outcomes.

4. **Information on how the program was implemented** – Background information on how the program was implemented so that others interested in replication fully understand what is required to successfully implement the program. This includes, but is not limited to, information on the target population, organizational capacity, programmatic costs, staffing, number and length of sessions, and optimal number of youth per group.

5. **Facilitator guide** – A facilitator guide should include an overview of the program, detailed instructions on how to implement the program, and any tips or best practices related to implementation.

6. **Curriculum** – The curriculum should include all lessons and any supplemental materials, including videos and handouts, needed to implement the program.

7. **Training materials** – Training materials should include all necessary materials used to train staff who will implement the program.

8. **Guidance on allowable adaptations** – Guidance on what adaptations are allowable and what adaptations are not allowable helps to minimize the number of adaptations that may have a negative impact on the program outcomes. Adaptation guidance should be informed by the program's core components, logic model, theory, and available research evidence.

9. **Tools for monitoring fidelity and quality** – Tools for monitoring fidelity and quality help organizations assess program implementation and make continuous quality improvements to ensure the program is implemented as intended.

10. **Evaluation instruments (optional)** – Evaluation instruments developed to assess participant outcomes can be helpful to include for others interested in evaluating replication of the program.

OAH expects that the final program package for **ALL** Tier 2B grantees will include each of the components outlined above. This includes Tier 2B grantees that implemented web-based or technology-based programs.

For a grantee that implemented an online program, the "curriculum" portion of the final program package can consist of information needed to access the final online program (e.g., username and password), rather than printing screen shots of every screen from the online program. In addition to providing access to the final curriculum of the program, all grantees that implemented an online or technology-based program are expected to submit all of the other components of the final program package listed above (numbers 1-10).

<u>Dissemination of Final Program Package</u>

TPP Tier 2B grantees should provide a description of your plan and strategy for disseminating the final program to others interested in replication of the program after the grant ends.

VI. SUMMARY OF PRODUCTS, PRESENTATIONS, AND PUBLICATIONS

Grantees should provide a summary of:
- All **products** developed using grant funds over the entirety of the grant (e.g., supplemental materials, videos) - the summary should include the title of the product, the date produced, and a link to where the product is available;
- All **presentations** made about the grant-funded program over the entirety of the grant - this should include all national and State-wide presentations, as well as local or regional presentations of significance (determined by the grantee); the summary should include the title of the presentation, date of the presentation, the event at which the presentation occurred, and the audience in attendance;
- All **publications** (submitted, accepted, or published) about the grant program and evaluation findings - the summary should include the full reference for each publication.

VII. APPENDICES

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

PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMAT

EXHIBIT A: KEY ACCOMPLISHMENTS & SUCCESSES TEMPLATE

Key Accomplishments & Successes Over the Life of the Grant
What were your project's key successes? Lessons learned? What were your greatest accomplishments? Reflecting on the entirety of the grant, 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.

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.

Accomplishment/Success #5:

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

Accomplishment/Success #6:

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