

**OFFICE OF ADOLESCENT HEALTH**

**PREGNANCY ASSISTANCE FUND**

**GUIDANCE FOR PREPARING AN ANNUAL  
PROGRESS REPORT**



**Reporting Due Dates:**

Annual Progress Report- October 29, 2018  
Performance Measures – October 29, 2018  
Annual Federal Financial Report – December 29, 2018

*Revised March, 2018*

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PREGNANCY ASSISTANCE FUND  
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# Office of Adolescent Health

## GUIDANCE FOR PREPARING AN ANNUAL PROGRESS REPORT

### PART ONE: GENERAL INSTRUCTIONS

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 (APR) and federal financial report (FFR) 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 are 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 October 29. Please note that if this is the last year of your OAH project, you are also required to submit a final report in addition to the APR. Separate guidance is available for the final report.

#### **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 annual Federal Financial Report (FFR) is required to be submitted electronically only using the GrantSolutions FFR Reporting Module. The FFR Reporting schedule has been issued as a condition of the grant award and the due dates can be seen within the FFR Reporting Module in GrantSolutions.

You must submit the Annual federal financial report no later than December 29, 2018.

## **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
- Three to four key accomplishments and successes from the recently completed budget period
- Performance measure data
- An update on sustainability planning
- 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**

#### ***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, 2017 – July 31, 2018).

The progress report is a mechanism through you can detail your accomplishments and activities over the past year. 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 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 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.

### ***B. Key Accomplishments and Successes***

Grantees should provide 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. You should also describe why the accomplishment/success was meaningful to your organization or community.

Key accomplishments and successes are critical in educating 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.

## **III. PERFORMANCE MEASURES**

PAF grantees are required to report annual Performance Measure data for the 12-month reporting period (August 1, 2017 to July 31, 2018). The due date to submit performance data is October 29 in the Pregnancy Assistance Fund Data Management System (<https://paf.rti.org/>). Additional resources, such as a complete list of PAF performance measures, and an archived recording of the PAF performance measures webinars from 2014 to 2017, are available on the website of the PAF Data Management System.

## **IV. SUSTAINABILITY PLANNING**

Grantees should report on the status of sustainability activities, aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities). Within the report, you should include relevant updates, accomplishments, and setbacks of sub-grantees in addition to the overall PAF project as it relates to sustainability during the reporting period.

## **V. FEDERAL FINANCIAL REPORT**

Grantee must submit the annual federal financial report using the FFR Reporting Module in

GrantSolutions no later than December 29, 2018. Hard copy submissions are no longer accepted by the OASH Office of Grants Management. Reports are required to be submitted electronically only through GrantSolutions using the FFR Reporting Module.

**VI. 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, 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, 20xx – July 31, 20xx**

**Goal:**

**Objective:** In Progress, Met, Unmet

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

## **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.

### **Dissemination and Marketing Efforts**

Report on any program marketing and/or dissemination activities that occurred during the reporting period. The brief narrative should describe any efforts to market and raise awareness of the program as well as efforts to disseminate program evaluation findings through presentations (local, state, regional or national levels) or manuscript development. In addition to the narrative description, grantees should upload copies of marketing materials and dissemination efforts (videos, brochures, manuscripts, published articles, etc.) to their Max folder (<https://login.max.gov/cas/login>).

### **Formal and Informal Partnerships**

Report on the formal and informal partnerships developed or maintained throughout the reporting period. The brief narrative should list all the formal and informal partnerships describing how each of the linkages help ensure the availability of wrap-around services for expectant and parenting teens, young adults, women, fathers and their families.

### **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.

### **Other Requirements**

- All relevant reporting period documents have been saved in your Grantee Folder in Max.gov  **YES**  **NO**

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

**Grantee X; Grant #: xxxxx  
August 1, 20xx – July 31, 20xx**

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

<b>Objective:</b> By July 31, 20XX ensure all facilitators are trained in the xxx evidence-based program model.	<b>Met</b>	
<b>Activity:</b> Identify and secure a trainer to conduct training on xxx evidence-based program.	<b>Met</b>	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.
<b>Activity:</b> Conduct four, 3-day trainings in the xxx evidence-based program for program facilitators.	<b>Met</b>	Training dates and locations for four 3-day trainings were secured: <ol style="list-style-type: none"><li>1. March 23-25, 20XX at the xxx community organization in City</li><li>2. April 14-16, 20XX at the xxx community organization in City</li><li>3. May 4-6, 20XX at the xxx community organization in City</li><li>4. May 20-22, 20XX at the xxx community organization in City</li></ol> 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
- 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
  - Dissemination of information about the program through presentations or publications
  - Building and enhancing partnerships to support the program
  - Provision of training and professional development for partners
  - 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
- Description of activities to collect, analyze, and use performance measure data
- Description of any activities focused on program sustainability
- Submission of three to four key accomplishments and successes
- 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.