

Office of Population Affairs
Services, Training and Research Grant and Cooperative Agreement
Final Program Progress Report Guidance

The Final Program Progress Report (End of the Project Period Report) is a comprehensive description of the project's effort over the entire project period. The following format provides guidance for preparing the End of the Project Period report. This is due 90 days after the end of the project period.

I. Project Background and Description

A. Name of project, main location and partner agencies (if applicable).

B. Include:

Total Title X award by year and over the entire project period.

For Service Grantees:

1. Indicate amount awarded for Title X services for each year, the total Title X unduplicated clients by year (including female and male clients), total number of service sites by year and total these data over the entire project period. (See sample "aggregate" table)
2. The names, locations, total Title X funded amount provided and total number of clients served for each of the sub-recipients funded during the project period. (see sample "sub-recipient" table)

C. **Brief** summary of the progress of the program.

- a. Include significant achievements, milestones or other notable accomplishments. For Training and Research grants, provide a brief description of general purpose and/or investigative question.
- b. Briefly include other significant items of note, including but not limited to challenges and how they were addressed (more detail can be included under Section II, Part C).

II Project Activities

A. Describe the goal(s) of the project.

B. Grantee must include a list of each objective and include progress made toward each objective, including metrics and financial figures if applicable over the entire project period. Grantees may include a copy of their work plan, if available, to assist with documenting this requirement. If a work plan is submitted, progress toward each objective or element must be included.

C. For objectives not accomplished or partially accomplished, provide a brief description of progress toward each objective as well as challenges or obstacles that were encountered and efforts to address those challenges.

III. Data Collection

A. Briefly describe your process for collecting data.

- a. For Service Grantees - Please highlight the use of Health IT, including EMR, EHR and other technologies within your service network.

B. Provide any challenges encountered or needs identified regarding the collection of quantitative and qualitative data (surveys, QA/QI data, and other applicable data collection methods. For Service Grantees Only – include FPAR, if applicable).

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IV. Internal and External Effects on the Project

Provide a summary of any significant changes in project management over the project period.

For Service Grantees:

- i. Provide a summary of any external events which occurred over the budget period that had an impact on the Title X family planning project (e.g., state/local policy issues, relationships with other primary care and other specialties, etc.).
- ii. Provide a brief summary of any additional internal or other non-personnel events which impacted the delivery of services and the operation of the family planning project (e.g., building changes, other administrative changes, weather events, supply difficulties and/or product changes, etc.).

Service Grantees Only:

V. Program Review Findings

Provide a brief update regarding the resolution and/or progress toward resolution of any outstanding program review findings (if applicable).

Format: 12-point font, double-spaced, 1” margins on all four sides. Tables can be single-spaced with the font no smaller than 10-point. The End of the Project Period report shall be comprehensive in nature and provide sufficient detail regarding all aspects of the project.

Incomplete submissions or reports that lack sufficient detail may be returned for re-submission.

Sample tables:

Aggregate Table

Award Year	Budget Period	Title X Services	Total number of service sites	Females	Males	Unduplicated Clients
1	1/1/2010– 12/31/2010	\$900,000	150	18,000	7,000	25,000
2	1/1/2011– 12/31/2011	\$900,000	123	18,500	7,500	26,000
3	1/1/2012– 12/31/2012	\$900,000	140	21,500	8,500	30,000
Total		\$2,700,000		58,000	23,000	81,000

Sub-recipient Table

Sub-recipient Name	Location	Funded Period	Total Title X Award Amount	Total unduplicated clients served
FP Org 1	City, St	1/1/2010– 12/31/2012		
FP Org 2	City, St	1/1/2010– 12/31/2012		
Totals				