

II. Program Administration Section

200. Progress Reporting

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201. Progress Reporting Overview

Contractors are required to submit Semi-Annual and Final Progress Reports describing the status of funded scope of work (SOW) activities (Goal 1 Objective 45 Administration-Reporting). The Semi-Annual Progress Report should reflect activities implemented and potentially completed between October 1st and March 31st of the contract year. The Final Progress Report should be a **cumulative** report of progress towards SOW requirements made from October 1, 2012 through September 30, 2013 (the entire Federal Fiscal Year 2013).

Each contractor will receive a customized Scope of Work Progress Report Form from the State *Network*. The required Semi-Annual and Final Progress Report documents are to be submitted via Sharepoint.

The required documents for the Semi-Annual Progress Report are as follows:

1. Progress Report Narrative;
2. SOW Progress Report Form;
3. Activity Tracking Forms; and
4. Semi-Annual Activity Report (SAAR) Form.

The required documents for the Final Progress Report are the same as those required for the Semi-Annual Progress Report **plus** attachments:

1. Progress Report Narrative;
2. SOW Progress Report Form;
3. Activity Tracking Forms;
4. Semi-Annual Activity Report (SAAR) Form; and
5. Attachments – one complete electronic set & one hard copy set.
(See section 206 for more on Attachments.)

Although attachments are not due with the Semi-Annual Progress Report, contractors should collect documentation throughout the contract year.

It is important that contractors read all forms and instructions carefully to ensure correct and accurate reporting. Prior to the Progress Report deadlines, please check the *Network* website to ensure that the most updated forms are being used. Timely submission of the reports is necessary to ensure continued USDA funding. Extensions are granted on an emergency case-by-case basis only and must be requested in writing.

Note: The *Network* may withhold the contractor's reimbursement until Progress Reports are received, reviewed, and considered complete.

202. Progress Report Narrative

Achievements within the region are valued by the State *Network* and may be helpful to other contractors as they develop and implement nutrition education activities. This section of the report provides an opportunity to share the experiences of each contractor in working towards accomplishing SOW objectives and activities using a narrative format. This format can enrich the information provided to the State *Network* in the SOW Progress Report Form for each of the objectives and activities; therefore, the *Network* strongly encourages you to take advantage of this opportunity to showcase your successes.

The Narrative should be **7 –10 pages** in length and contain the following components:

A. Overview of Key Successes

Describe key successes achieved by the *Regional Network* in reaching the targeted audiences, including but not limited to the following:

- a. Campaign/Program integration.
- b. Partnership development, coordination, communication, media attention, trainings, new initiatives, etc.
- c. Evaluation activities, results, and how results were applied to nutrition education, and shared with other Regions and/or partners.
- d. Sustainability/new resource development.
- e. Other *Regional Network* activities and successes.

B. Accomplishments with SNAP-Ed eligible Communities

Discuss accomplishments achieved within the region by engaging the SNAP-Ed eligible target audience through nutrition education encouraging healthier lifestyles and assisting the SNAP-Ed eligible population to promote changes within their own communities.

C. Collaborative Direction and Progress

Provide an update on the direction and progress of the Regional Collaborative:

- a. Describe how the Regional Collaborative is bringing partners together.
- b. Describe the accomplishments of the Regional Collaborative.
- c. Discuss the status of the Nutrition Education Initiative(s) and the associated case study(ies).

D. New Opportunities

Discuss new opportunities that have resulted from the continued regional efforts and/or better integration with other *Network*-funded projects, and with the business and non-profit sectors that serve large parts of the region.

E. Infrastructure Support

Discuss how the *Regional Network* has been instrumental in maintaining a strong infrastructure to *Network*-funded and non-funded partners serving the SNAP-Ed eligible population within the region. Provide specific examples of support provided to CalFresh offices, other USDA-funded programs, and Local Health Department projects.

F. Challenges & Requests for Technical Assistance

Describe challenges faced by your *Regional Network* that have impeded progress towards the completion of activities and/or objectives.

- a. Describe how the contractor has addressed the issue or problem.
- b. Discuss any technical assistance, resources, and/or recommendations to address the stated challenges.

Please share any additional ideas or comments that are pertinent to understanding the work that is being done within the region for continued success.

203. Scope of Work (SOW) Progress Report

The SOW Progress Report Form provides an easy reference for the status of SOW activities. The form was designed to be used throughout the contract year to track and to monitor progress made towards completion of the activities within the SOW. Each contractor will receive a customized Scope of Work Progress Report Form from the State *Network* upon award of the contract.

Complete entries consist of two parts: Status of Activities (see below) and original, specific yet concise, measurable supporting information. For Final Progress Report entries, please also reference, by number, the submitted attachments that support the entry and narrative provided.

Status of Activities: For each objective and activity, indicate completion status. Use the following terms and definitions in designating completion status:

Partially Complete: indicates that steps have been taken towards the completion of the activity, but that the activity has not been completed during the reporting period. Progress should also be noted either quantitatively (e.g. 45 out of 60, or 75% of teachers recruited) or by a brief narrative of steps taken to date.

Delayed: indicates the activity did not start during the reporting period as planned. If an activity has a “delayed” status there must be a brief justification provided.

Note: the term “delayed” cannot be used in the final reporting period of the contract.

Pending: this term should be used only on the Semi-Annual Progress Report for:

- Scope of Work activities scheduled to begin after March 31, 2013 and
- finite deliverables that have the flexibility to be accomplished during the entire contract year, with work beginning in the second reporting period.

Note: the term “pending” cannot be used in the final reporting period of the contract.

No Action Required: indicates that an activity included in the scope of work was not selected for implementation within the awarded region. This entry pertains only to the following scope of work activities:

- Objective 2 Planning & Evaluation Activities: 1 (formative research), 9 (large-scale evaluation planning)
- Objective 3 Regional Coordination & Training Activity 2 (promotion of State Network trainings within the region)
- State *Network* staff will advise *Regional Networks* via email as well as updating this section of the guidelines manual if additional scope of work activities are added to this list

Completed: indicates the activity was completed during the current or previous reporting period. Supporting information should provide specific examples, inclusive of dates, and names/titles as applicable to support the assertion of 'complete' status. Reference all relevant attachments submitted with the final progress report.

Note: A written justification is required in the Final Progress Report Narrative for any Objective and/or Activity not fully completed during the contract term. Please bring to the attention of the PM any objectives/activities not making satisfactory progress well before the end of the contract whenever possible.

204. Activity Tracking Form (ATF)

The Activity Tracking Form (ATF) is designed to track and to compile major program and campaign activities by objective, date, type of activity, and reach.

The ATF varies according to the objectives and activities assigned to each contractor, which are dependent on the combination of Campaigns and Programs awarded. Contractors should contact their respective campaign and program leads for guidance documents detailing how to complete each ATF.

Each Campaign and Program ATF is to be submitted on the 5th day following the end of every quarter (January, April, July) with the exception of the final ATF, which is due the last day of the contract – September 30, 2013. The contractor may request an extension beyond September 30; however, related time and costs for completing the form after the contract period will not be reimbursed.

Note: The Regional Operations (RO) ATF is due only twice per year, in April and September.

The ATF allows the Research and Evaluation Unit (REU) and the Program Manager (PM) to verify that program activities are reported in a quantitative, accurate manner. These numbers are compiled for all contractors and submitted to USDA annually.

205. Semi-Annual Activity Report (SAAR)

The Semi-Annual Activity Report (SAAR) Form is a set of questions with responses submitted electronically using Survey Monkey. Responses are required twice per year as a part of the Semi-Annual and Final Progress Report submission process. Contractors will be emailed the link to the online SAAR, as the link changes with each reporting period.

206. Attachments

Attachments are required only with the Final Progress Report and should represent activities conducted throughout FFY 2013. Attachments are not required for the Semi-Annual Progress Report submitted in April. Attachments include all deliverables listed after the term “Submit” in the Evaluation Measures column of the SOW.

Label all pages of each attachment with the following:

- Objective & Activity number
- Page number

Submit one hard copy of each complete attachment with the Final Progress Report and an electronic version of each attachment on CD-Rom to the assigned State *Network* Program Manager. All attachments must remain on file at each *Regional Network* agency for three years.

Note: Items listed in the Evaluation Measures column in the Scope of Work following the term “On File” do not need to be submitted as Final Progress Report attachments, though the *Regional Network* is required to maintain the specified documentation on file at the agency. Examples of such items include original source documents, sign-in sheets for specific events and individual surveys. These items may be randomly requested and/or reviewed at site visits.

207. Due Dates

Reports will be due on the following dates for the report periods indicated below.

<u>Progress Report</u>	<u>Due Date</u>
October 1, 2012 – March 31, 2013 (semi-annual)	04/30/2013
April 1, 2013 – September 30, 2013 (final, cumulative)	9/30/2013
<u>Activity Tracking Forms (ATFs)</u>	<u>Due Date*</u>
October 1, 2012 – December 31, 2012	01/05/2013**
January 1, 2013 – March 31, 2013	04/05/2013
April 1, 2013 – June 30, 2013	07/05/2013**
July 1, 2013 – September 30, 2013	9/30/2013

*If the due date falls on a weekend or holiday please ensure the report is received by the next business day.

**Regional Operations ATFs are collected only twice per year and are not a part of the January or July ATF submission.