

Network for a Healthy California
Annual Progress Report Form Instructions
FFY 2009

The **Annual Progress Report (APR) Form** is a cumulative report for the entire Federal Fiscal Year (FFY), from October 1 – September 30. It is an easy reference for the status of your Scope of Work (SOW) activities and is used to track and monitor the progress of your project throughout the year. Please download the most current APR Form from the *Network* website (www.cdph.ca.gov/programs/cpns/Pages/ProgressReport.aspx). To complete the form, copy and paste the Goals, Objectives, Activities, Evaluation and Timeframes from your SOW into the APR form provided. If official revisions to your SOW were made during the contract year, please remember to use the most recently revised SOW when filling out the APR Form. Submit the completed APR Form electronically to PMNetworkEmail@cdph.ca.gov by October 15, 2009.

1. **Header:** Fill in your contractor name, contract number, and contract term (usually this is a multi-year term). The reporting period (October 1, 2008 – September 30, 2009) is pre-entered in the header for you.
2. **Goal/Objective:** Copy the Goals and Objectives exactly as written in your SOW in the first two rows preceding the numbered activities.
3. **Status of Objective:** Indicate the status of each Objective for the current reporting period by checking one of the following boxes:
 - **Complete:** If you reached or exceeded all the measureable components of the Objective such as the number of classes given and/or number of participants reached.
 - **In-Progress:** If you scheduled all or some of the measureable components of the Objective for completion in a future reporting period of the contract and you are making adequate progress on reaching or exceeding these measurable components during this reporting period.
 - **Incomplete:** If you did not reach the measurable components of the objective that are due this reporting period. Please explain in the APR Narrative, Part 2, Challenges section, why you were unable to reach the measurable components stated in the Objective and/or other challenges you encountered. If pertinent, discuss the fiscal/budget impact on your contract of not completing the Objective as stated in your SOW.
4. **Activities:** Copy all activities from the SOW including activities completed in a prior FFY and/or activities that will be completed in a future reporting period.

- 5. Status of Activities:** For each activity, indicate completion status. Use the following terms and definitions in designating completion status:
- **Completed:** The activity was completed during the current or previous reporting period. For contracts ending in this reporting period, expectations are that all activities will be marked Completed.
 - **In-Progress:** Steps towards completing the activity have been taken, but the activity will not be completed during the current reporting period. Also use In-Progress for activities in the SOW designated to start in future reporting periods. Do not use In-Progress for contracts ending in the current reporting period.
 - **Delayed:** The activity did not start during the reporting period as planned. Please explain the reason for the delay in the APR Narrative, Part 2, Challenges section. Do not use Delayed for contracts ending in this reporting period.
 - **Revised:** The activity as written in the SOW cannot be completed and a change was made to the activity or the activity was replaced with a different activity. Any revision to the SOW requires approval from your Program Manager prior to implementation.
 - **Incomplete:** Only use this status in the last year of a contract term. An incomplete activity status requires a thorough explanation in the APR Narrative, Part 2, Challenges section. Include in the explanation why a revision to the activity was not undertaken or successful.
- 6. Progress to Date:** Provide two to three brief sentences detailing the progress made for each activity listed in the SOW and APR during the entire fiscal year. When relevant, include information on the measurable components for each activity such as the following: 1) the total number of events/classes completed during the fiscal year; 2) the total number of participants for the events/classes in the fiscal year.
- 7. Evaluation (Deliverable or Attachment):** Copy the Evaluation column information exactly as it appears on the SOW for each activity and identify the attachments that have been included in the APR. Items listed in this section are considered deliverables or attachments and must be included in the APR as supporting documentation unless noted otherwise in the column (i.e. items kept on file). Examples of deliverables or attachments include evaluation tools, survey summary results, sample lesson plans, training curricula, flyers, presentation outlines, and reports. Please see the section "Attachment Information" below for additional information on how to package your attachments for the APR.
- 8. Timeframe:** Copy the Timeframe exactly as it appears on the SOW for each activity.

Attachment Information: It is **mandatory** for you to submit all deliverables listed in the Evaluation column of the SOW as attachments. Attachments for the entire fiscal year should be submitted. If you are in the second or third year of a multi-year contract and already submitted some of the deliverables as attachments in a previous reporting period, please note this in the Progress to Date Column. **Please label all attachments in your attachment package by Goal, Objective, and Activity and cross-reference each of these attachments to the associated activity in the Evaluation (deliverable/attachment) column of the APR Form.** For example, if you are providing a lesson plan and sample handouts as attachments for Goal 1, Objective 2, Activity 3, then the lesson plan and sample handouts would be labeled Goal 1, Objective 2, Activity 3 and page numbered as needed. In the APR Evaluation column, indicate that the attachment for Goal 1, Objective 2, Activity 3 is provided in the attachment package. Many APRs will include multiple attachments with many pages of documentation. Please use a folder/binder filing system for your supporting documentation and attachments. This will facilitate the location of documents in your attachment package during report analysis or an audit by the USDA.