

## Questions and Answers from previous Progress Report Teleconference Trainings

**Q1) I have been using the previous version of the Activity Tracking Form (ATF) (from FFY 2008, Semi Annual Progress Report), and it will be a lot of work to copy and paste into the new form. Can I use the form I used for the first half of the year?**

A1) Yes. The ATF has been updated to make it more user-friendly but contains all the same necessary functions.

**Q2) How do I enter a single nutrition lesson given over a discrete period of time to the different audiences in the same location (e.g., school, on the ATF)?**

A2) For this type of activity, it is alright to use one entry (see FAQs in the ATF Instructions).

**Q3) What time period does this ATF reflect?**

A3) This ATF should reflect activities done in the last 6 months of this fiscal year.

**Q4) How do you record activities such as web-based training on the ATF?**

A4) Only record activities reaching the target audience or intermediaries in your SOW.

**Q5) How do record numbers on the ATF for bus posters used in 3 different cities; some done w/a local coalition?**

A5) Call your Program Manager (PM).

**Q6) When are attachments due? Can I send photos on a CD?**

A6) Attachments are due in the State *Network* office on October 15. Sending photographs on a CD is a great idea.

**Q7) Do we record activities from State Share on the ATF or only for Federal Share?**

A7) Please record activities only for Federal Share (your SOW) on the ATF.

**Q8) In the section on Challenges in the Progress Report Narrative, do I report on the entire SOW activities or just the objectives or activities with significant challenges (e.g., delayed, revised)?**

A8) Only enter the objectives or activities which had challenges, not the entire SOW.

**Q9) Please clarify how to send attachments.**

A9) If attachments are over 20 pages, please send in a binder with labeled tabs. If you want to send them on a CD, please contact your Program Manager.

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**Q10) What needs to be sent electronically and what needs to be sent hard copy?**

A10) Per the coversheet/checklist, send Checklist, ATF, Annual Progress Report Form and Annual Progress Report Narrative by email. The SAAR is filled out online. Attachments are generally sent hard copy but please contact your Program Manager if you want other arrangements.

**Q11) Is there a minimum number of attachments to send? Should every lesson be sent?**

A11) Only send those attachments that are indicated as evaluation deliverables in your SOW. Contact your PM for clarification.

**Q12) Can attachments be sent on a CD? This was done last year and the PM liked this format.**

A12) Contact your PM for permission. This may be appropriate depending on the type of attachments you are submitting.

**Q13) Should the Annual Progress Report (APR) cover the whole year?**

A13) Yes, activities for the entire fiscal year should be reported in the Progress Report Form.

**Q14) Where do you note on the APR which attachments are submitted?**

A14) Note this in the Evaluation column.

**Q15) How long should the Success Story be?**

A15) Please limit your story to 1 page (500 words).

**Q16) Do you send in attachments for the entire year or just for the last six months?**

A16) Yes, attachments should be submitted for the entire year. This is because attachments were not sent in with the Semi-Annual Progress Report.

**Q17) Do you mark “yes” or “no” if an objective is met if the objective is “In-Progress” and is not due to be completed until a later date?**

A17) Check “yes” if you have a multi-year contract and you have an objective with a timeframe that spans more than one year and you are in the first or second year of the contract making adequate progress to completing the objective with a future due date.

**Q18) Regarding the HOTM survey, what is needed regarding the number of students, duplicated or unduplicated?**

A18) Unduplicated. If you are seeing the same set of students in the same school per month it is unduplicated.

E.g. – 500 students in a school. If you see the same 500 March, April and May, the number of participants do not change.