



Network for a Healthy California **FFY 2013 Local Network Contractors** **Semi-Annual Progress Report Instructions**

The Semi-Annual Progress Report (SAPR) serves as a way to communicate to your Program Manager any challenges you are experiencing in completing your Scope of Work (SOW) activities. Section 1: SOW Progress is to be completed by all contracts.

Section 2 is to be completed by Local Health Departments ONLY

Section 1: SOW Progress

The purpose of this section is to inform your Program Manager on the progress of your SOW activities. It is not necessary to address each and every Objective in the SOW for the SAPR, only those with which you are experiencing challenges.

If all of your Objectives and Activities in the SOW are progressing as planned, check the "Yes" box in section 1.

If you have challenges with one or more of the Objectives or Activities, check the "No" box and describe the challenges you are encountering in items a - d on the SAPR Form. Copy and paste items a – d on the SAPR Form as many times as needed to individually address each challenge.

Section 2: Local Health Departments ONLY

By April 1, 2013, all Local Health Departments receiving funds over \$200,000 are required to have funding opportunities available for sub-grantees.

Objective 1, Activity 5 states:

By April 1, 2013, all grantees receiving funds over \$200,000 are required to have funding opportunities available for sub-grantees (15%-50% of total grant) such as:

- a.** School channels
- b.** Local city governments and
- c.** Community-based organizations (CBOs)

Please check the appropriate box. Check the "Yes" box if you have a sub-grantee contract in place or "No" if you do not.

If **yes**, please provide the organization name and contact person for each sub-grantee.

If **no**, please explain any delays and challenges in drafting a sub-grantee plan.



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For additional questions please contact your assigned Program Manager.

Please submit the required documents listed on the Coversheet Checklist using SharePoint by April 15, 2013. See the “SharePoint Website User Instructions” for instructions on how to submit your SAPR documents.