

<b>III.</b>	<b>PROGRAM PLANNING AND RESOURCES SECTION</b>
<b>800</b>	<b>Progress Reporting</b>

This Section includes:

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### **801 Progress Reporting Overview**

*Network for a Healthy California (Network)* Local Incentive Awardee (LIA) contractors are required to submit Semi Annual and Annual Progress Reports describing the status of Federal Share funded Scope of Work (SOW) activities. The reports are due mid-April and mid-October. Timely submission of the reports is necessary to ensure continuing United States Department of Agriculture (USDA) funding. Extensions are granted on an emergency case-by-case basis only and must be requested in writing. **The Network will withhold the contractor's payment until Progress Reports are received and reviewed.**

Prior to progress report deadlines, the *Network* sends contractors an e-mail notifying them of updated progress report forms and instructions available on the *Network* website ([www.networkforahealthycalifornia.net](http://www.networkforahealthycalifornia.net)) and dates and times of progress report training teleconferences. It is important that contractors read the forms and instructions carefully to ensure proper and accurate reporting.

Additional information is provided below on progress report requirements. Each of the forms listed are provided in the Appendix. For questions about progress reports, contractors should contact their Program Manager.

#### **A. Semi Annual Progress Report**

The Semi Annual Progress Report reflects activities started or completed from October 1<sup>st</sup> through March 31<sup>st</sup> of each contract year. The Semi Annual Progress Report consists of:

- *Semi Annual Progress Report Form*: set of Yes/No questions on SOW progress and change in intervention sites. If there are challenges in completing the SOW or changes in intervention sites, the contractor will be required to provide more information about these items.
- *Activity Tracking Form*: designed to track and compile direct and indirect nutrition education interventions by objective, date, type of activity and reach. The data collected on this form will assist contractors in completing their progress report forms and online Semi-Annual Activity Report form.
- *Online Semi-Annual Activity Report (SAAR) Form*: summative report that captures activities and materials produced by each contractor. The SAAR data collected is analyzed by the *Network's* Research and Evaluation Unit and reported to the USDA to showcase community efforts to achieve Network goals and objective and reach the target population.

Semi Annual Progress Reports are due mid-April of each contract year. Semi Annual Progress Report Forms are submitted to the Program Manager via e-mail, with exception to the SAAR form because it is completed and submitted online.

## **B. Annual Progress Report**

The Annual Progress Report should be a **cumulative** report of the progress of the SOW from October 1<sup>st</sup> through September 30<sup>th</sup> (the entire contract year). The Annual Progress Report consists of:

- *Annual Progress Report Form*: provides an easy reference for the status of each SOW activity. A sentence or two should be provided for each activity that details progress made throughout the contract year.
- *Annual Progress Report Narrative Form*: allows contractors to write an annual success story of their program. It is required to be one page or less and should include the challenges faced, how successful change was created, what the lasting impact or change is, and what the next steps are.
- *Attachments*: deliverables based on the Evaluation column of the SOW that serves as supporting documentation that activities occurred. Attachments also allow contractors to further illustrate the wonderful things they are doing in their communities, for example, through photographs, samples of essays written by students, samples of feedback surveys, etc. Contractors should collect attachments throughout the contract year because attempting to compile such documentation at the end of the year is difficult and time consuming
- *Activity Tracking Form*: designed to track and compile direct and indirect nutrition education interventions by objective, date, type of activity and reach. The data collected on this form will assist contractors in completing their progress report forms and online Semi-Annual Activity Report form. The Activity Tracking Form completed for the Annual Progress Report only covers the last six months of the contract year because an Activity Tracking Form for the first six months of the contract year is submitted with the Semi Annual Progress Report.
- *Online SAAR Form*: summative report that captures activities and materials produced by each contractor. The SAAR data collected is analyzed by the *Network's* Research and Evaluation Unit and reported to the USDA to showcase community efforts to achieve Network goals and objective and reach the target population. The SAAR completed for the Annual Progress Report only covers the last six months of the contract year because a SAAR for the first six months of the contract year is submitted with the Semi Annual Progress Report.

Annual Progress Reports are due mid-October following the completion of the FFY that is going to be reported on. Annual Progress Report Forms are submitted to the Program Manager via e-mail, with exception to the SAAR form because it is completed and submitted online. Attachments are submitted via postal mail.

### **802 Education and Administrative Reporting System (EARS)**

The Education and Administrative Reporting System (EARS) is an annual form completed by Food Stamp Program (FSP) State agencies. It collects uniform data and information on nutrition education activities funded by the FSP during the prior fiscal year. The data and information collected through the report will inform management decisions, support policy initiatives, provide documentation for legislative, budget and other requests, and support planning within the agency. Data elements to be collected include demographic characteristics of participants receiving nutrition education benefits, topics covered by the educational intervention, education delivery sites, education strategies, and resource allocation. Complete implementation of EARS is scheduled to start in FFY 2010.

### **First Year Implementation (FFY 2008)**

- States are required to submit data for the expenditure section in FFY 2008: question 9 (expenditures by source of funding) and question 10 (expenditures by category of spending).
- The web-based reporting system will be available from October 15, 2008 to December 30, 2008.
- EARS is due by December 31, 2008.
- FNS will conduct multi-level, ongoing training to assist States with smooth implementation of EARS.

### **Second Year Implementation (FFY 2009)**

- Food and Nutrition Service (FNS) continues multi-level trainings and technical assistance (TA). These trainings are used to address ongoing questions that emerge during implementation.
- State agencies and implementing agencies update their EARS Implementation Timeline if needed (Template 9) as part of the 2009 Food Stamp Nutrition Education State Plan.
- State agencies conduct training and make needed adjustments in the State data collection processes in order to capture data for EARS.
- State agencies submit EARS data per their timeline using the web-based submission system by 12/31/09.

### **Third Year Implementation (FFY 2010)**

- FNS continues multi-level training and TA. These training are used to address ongoing questions that emerge during implementation.
- State agencies continue to conduct training and make needed adjustments in the State data collection processes in order to capture data for EARS.
- State agencies submit all appropriate components of EARS data using the web-based submission system by 12/31/10.

More details on implementation will be shared with contractors by the *Network/USDA* as they develop.