



Network for a Healthy California FFY 2010 LIA/LFNE 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 SOW activities, as well as provide information on any changes to intervention sites or plans to develop any new materials. There are three sections to be completed: Section 1 is SOW Progress, Section 2 is New Intervention Sites and Section 3 is Newly Developed Materials.

Section 1: SOW Progress

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 and proceed to section 2. If you have challenges with one or more Objectives or Activities, check the "No" box and describe the challenges you are encountering by addressing items a - d found in the reporting form of this section. If you have more than one challenge with an Objective or Activity, copy and paste items a - d found in this section as many times as needed to individually address each challenge.

Section 2: New Intervention Sites

Report if you have added any new intervention sites since October 1, 2009 or are planning to add any new intervention sites in the next 6 months that were not listed in your approved Project Summary forms for FFY 2010.

Section 2a: If no intervention sites have been added since October 1st, check the "No" box and proceed to section b. If you have added any new intervention sites since October 1st, check the "Yes" box and indicate if you have notified your Program Manager. If you have not notified your Program Manager previously, you are asked to contact them as soon as possible to discuss a revision to your Project Summary forms.

Section 2b: If you are not planning to add any new intervention sites in the next 6 months, check the "No" box. If you are not sure if you will be adding any new sites, check the "Unsure at this time" box. If you are planning to add new intervention sites in the next 6 months and you already know what sites will be added, check the "Yes" box and notify your Program Manager to discuss a revision to your Project Summary forms.



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Section 3: Newly Developed Materials

Report if you have developed any new nutrition education materials since October 1, 2009 or are planning to develop any new nutrition education materials in the next 6 months that were not listed in your approved Project Summary forms for FFY 2010.

Section 3a: If no new nutrition education materials have been developed since October 1st, check the "No" box and proceed to section b. If you have developed any new nutrition education materials since October 1st, check the "Yes" box and indicate if you have notified your Program Manager. If you have not notified your Program Manager previously, you are asked to contact them as soon as possible to discuss a revision to your Project Summary forms.

Section 3b: If you are not planning to develop any new nutrition education materials in the next 6 months, check the "No" box. If you are not sure if you will be developing any new nutrition education materials, check the "Unsure at this time" box. If you are planning to develop any new nutrition education materials in the next 6 months and you already know what materials will be developed, check the "Yes" box and notify your Program Manager to discuss a revision to your Project Summary forms.

Reminder: If you have added any new intervention sites or developed any new nutrition education materials or plan to add any new intervention sites or develop any new nutrition education materials in the next 6 months please contact your Program Manager as soon as possible. Per Program Letter 08-06, it is now required to get prior approval from USDA when new intervention sites are added and new materials are developed. (Please refer to Program Letter 08-06 available on the *Network* website at: <http://ww2.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx>).

For additional questions please contact your assigned Program Manager. Please email this form to Joy Jones at PMNetworkEmail@cdph.ca.gov by April 15, 2010.