

<b>III.</b>	<b>PROGRAM PLANNING AND RESOURCES SECTION</b>
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<b>800</b>	<b>Progress Reporting</b>
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This Section includes:

- 801 Progress Reporting Overview
  - A. Semi Annual Progress Report
  - B. Annual Progress Report
- 802 Education and Administrative Reporting System (EARS)

### **801 Progress Reporting Overview**

The *Network for a Healthy California (Network)* Local Incentive Awardee and Non-Profit Incentive Awardee 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. 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.

Timely submission of progress reports is necessary to ensure continued United States Department of Agriculture (USDA) funding. Progress reports must be submitted within two weeks of the due date or by an approved extension deadline that has been requested by the contractor. Extensions are granted on an emergency case-by-case basis only and must be requested in writing. If progress reports are not submitted within two weeks of the due date or by the extension deadline, a delinquency letter will be mailed to the contractor and the *Network* will withhold the contractor's payment until progress reports are received and reviewed.

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 through March 31 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 education, indirect nutrition education interventions by objective, date, type of activity, reach, etc. The data collected on this form will assist contractors in completing their progress report forms including the online Semi-Annual Activity Report and meeting Education and Administrative Reporting System (EARS) requirements. Section 802 below provides additional information about EARS. The Activity Tracking Form completed for the Semi-Annual Progress Report only covers the first six months of the contract year. Trainings are conducted via webinar multiple times throughout the year on how to record actives in the ATF.
- *Online Semi-Annual Activity Report (SAAR)*: summative report that captures activities and materials produced by each contractor. The SAAR data collected and analyzed by

the *Network's* Research and Evaluation Unit (REU) and reported to USDA to showcase community efforts to achieve *Network* goals and objective and reach the target population. The SAAR completed for the Semi-Annual Progress Report only covers the first six months of the contract year.

Semi Annual Progress Reports are due mid-April of each contract year. Semi Annual Progress Report Forms are submitted via SAAR component is completed separately as an online survey.

## **B. Annual Progress Report**

The Annual Progress Report should be a cumulative report of the progress of the SOW from October 1 through September 30 (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*: allow 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 education, indirect nutrition education interventions by objective, date, type of activity, reach, etc. The data collected on this form will assist contractors in completing their progress report forms Semi-Annual Activity Report; and meeting EARS requirements. Section 802 below provides additional information about EARS. The Activity Tracking Form completed for the Annual Progress Report only covers the last six months of the contract year. *Online SAAR*: summative report that captures activities and materials produced by each contractor. The SAAR data is collected and analyzed by the Networks REU and reported to 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

Annual Progress Reports are due mid-October following the completion of the Federal Fiscal Year (FFY) that is going to be reported on. Annual Progress Report Forms are submitted via SAAR

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

EARS is an annual report completed by Supplemental Nutrition Assistance Program (SNAP\_ to inform management decisions, support policy initiatives. Complete implementation of EARS began in 2010

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

- States are required to submit data for the expenditure section in FFY 2008: question nine (expenditures by source of funding) and question ten (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.
- Food and Nutrition Service (FNS) will conduct multi-level, ongoing training to assist states with smooth implementation of EARS.

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

- 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 SNAP-Ed 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 December 31, 2009.

### **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 trainings and make needed adjustments in the state data collection processes in order to capture data for EARS.
- Contractors complete EARS requirements by accurate, timely submission of contractor's Activity Tracking Forms for SOW objectives.
- The *Network's* REU will streamline EARS data collection and solve issues relating to state share data collection via monthly meetings with the Operations Subcommittee EARS workgroup.
- State agencies (*Network* and *University of California - Food Stamp Nutrition Education Program*) submit all appropriate components of EARS data using the web-based submission system by December 31, 2009.
- The *Network's* REU will work with California Department of Public Health and *Network* Information Technology (IT) to obtain approval for a vendor to develop an EARS database.

### **Fourth Year Implementation (FFY 2011)**

- Contractors complete EARS requirements by accurate, timely submission of contractor's Activity Tracking Forms for SOW objectives and state share objectives.
- The *Network's* REU will obtain approval for a vendor to develop an EARS database; work with vendor, *Network* IT, and EARS workgroup to develop and test EARS data collection system.
- The *Network's* REU will continue to streamline EARS data collection and resolve issues relating to state share data collection via meetings as needed with the EARS workgroup. More details on implementation will be shared with contractors by the *Network/USDA* as they develop. For questions about EARS, contractors should contact Alexis Narodovich, Research Associate, REU, at [alexis.narodovich@cdph.ca.gov](mailto:alexis.narodovich@cdph.ca.gov).