

II. ADMINISTRATIVE SECTION

100. Progress Reporting

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101. Progress Reporting Overview

Contractors are required to submit Semi-Annual, Annual, and Final Progress Reports describing the status of funded SOW activities. The Semi-Annual Progress Report should reflect activities implemented and/or completed between October 1st and March 31st of each contract year. The Annual Progress Report should be a **cumulative** report of the entire progress of the SOW from October 1st through September 30th (the entire Federal Fiscal Year [FFY]). The Final Progress Report is the last report for the contract period and should reflect only the last year of the contract.

The required documents for the Semi-Annual Progress Report are the Progress Report Narrative, SOW Progress Report, and the Semi-Annual Activity Report (SAAR) Form. The required documents for the Annual and Final Progress Reports are the same as those required for the Semi-Annual Progress Report **and** must also include a hard copy of attachments. Although attachments are not due with the Semi-Annual Progress Report, Contractors should collect such documentation throughout the year.

It is important that Contractors read all forms and instructions carefully to ensure correct and accurate reporting. Prior to the progress report deadlines, please check the *Network* website to ensure that the most updated forms are being used. Timely submission of the reports is necessary to ensure continued 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 the Progress Reports are received, reviewed, and considered complete.**

The Semi-Annual, Annual, and Final Progress Reports are to be submitted via e-mail to PMNetworkEmail@cdph.ca.gov. In the subject line, please specify the name of the region, contract number and time period covered by the progress report. One copy of the attachments are to only be submitted along with the Annual and Final Progress Reports, which must be submitted for all reporting periods to the assigned PM via postal mail. Contractors are encouraged to contact their assigned PM for questions regarding this process.

102. Progress Report Narrative

The achievements within the region are valued by the *Network* and may be helpful to other Contractors as they develop and implement nutrition education activities. This section provides an opportunity to share your experience in working towards accomplishing SOW objectives and activities in a narrative format. This format can enrich the information provided to the *Network* in the SOW Progress Report for each of the objectives and activities, therefore the *Network* strongly encourages you to take advantage of this opportunity to showcase your successes.

The Narrative should be **7 –10 pages** in length and contain the following components:

A. Overview of Key Successes

Key successes achieved by the *Regional Network* in reaching your targeted audiences including but not limited to the following:

- a. Discuss any Campaign/Program integration.
- b. Describe partnership developments, coordination, communication, media attention, trainings, etc.
- c. Discuss results of any evaluation activities and how results were used and shared.
- d. Describe other *Regional Network* activities.

B. Accomplishments with FSNE-eligible Communities

Accomplishments that have been made within the region by engaging the FSNE-eligible target audience through nutrition education and activities to encourage healthier lifestyles and promote changes within their community.

C. Collaborative Direction and Progress

Direction and progress of the Regional Collaborative

- a. Describe how the Regional Collaborative is bringing partners together.
- b. Describe the accomplishments of the Regional Collaborative.

D. New Opportunities

New opportunities that have resulted from the continued regional efforts and/or better integration with other Network funded projects.

E. Infrastructure Support

Discuss how the *Regional Network* has been instrumental in maintaining a strong infrastructure to *Network* funded and non-funded partners.

F. Challenges/Requests for Technical Assistance

Challenges the *Regional Network* has that did impede or are impeding the progress toward the completion activities and/or goals.

- a. Describe how the region has addressed the issue or problem.
- b. Discuss any technical assistance that may be needed.

Please share any additional ideas or comments that are pertinent to understanding the work that is being done within the region for continued success.

103. **Scope of Work Progress Report**

The **SOW Progress Report Form** provides an easy reference for the status of SOW activities. The form was designed to be used throughout the contract/fiscal year to track and monitor progress made towards completion of the activities within each SOW.

Status of Activities: For each objective and activity, indicate completion status. Use the following terms and definitions in designating completion status:

Partially Complete: indicates steps have been taken towards the completion of the activity, but have not been completed during the reporting period. Progress should also be noted either quantitatively (e.g. 45 out of 60 teachers recruited) or by a brief narrative (1-3 main steps).

Delayed: indicates the activity did not start during the reporting period as planned. The term “delayed” cannot be used in the final reporting period of a contract. If an activity has a “delayed” status there must be a brief justification provided.

Completed: indicates the activity was completed during the current or previous reporting period. Please Note: A written justification is required in the Final Progress Report Narrative for any Objective and/or Activity not fully completed during the final year of the contract. Please bring to the attention of the PM any Objectives/Activities not making satisfactory progress before the end of the contract whenever possible. Discussions on revisions to these activities may follow.

104. **Activity Tracking Form**

The **Activity Tracking Form** (ATF) is designed to track and compile major program activities (defined as direct education interventions where participants [either FSNE eligible consumers or intermediaries] are actively engaged in the learning process and indirect education through signage and educational material dissemination) by objective, date, type of activity and reach. The ATF varies according to the objectives and activities assigned to each region, Campaign, and Program and is to be submitted on the 5th day following the end of every quarter (January, April, July, and October).

This document allows the Research and Evaluation Unit and the PM to verify that program activities are reported in a quantitative, accurate manner. These numbers are compiled for all contractors and submitted to USDA annually.

105. Semi-Annual Activity Report (SAAR)

The [Semi-Annual Activity Report \(SAAR\) Form](#) has been revised and is now only one to two pages in length. This form is to be completed and submitted along with all progress reports.

106. Attachments

Attachments are required to be submitted only with the Annual and Final Progress Reports and should represent activities all conducted within the that FFY, not the entire contract term. Please do not send attachments for Semi-Annual Progress Reports submitted in April of each FFY. Attachments are to include deliverables listed in the Evaluation Measures column of your SOW. Original source documents such as sign-in sheets for specific events and individual surveys should not be submitted with your progress reports but will be randomly requested and/or reviewed at site visits. Label all attachments and all pages of the attachments by Goal, Objective, and Activity number, and a page number, and identify each attachment within the Narrative if referenced. Please submit one hard copy of each attachment with the Annual and Final Progress Reports along with an electronic version of each attachment via a CD-Rom to the assigned PM. All attachments must remain on file at your agency for three years.

107. Due Dates

Reports will be due on the following dates for the report periods indicated below.

Progress Reports

Period—Years 1 through 3

Due Date*

October 1, 2008 – March 31, 2009 (semi-annual)	04/30/2009
April 1, 2009 – September 30, 2009 (annual)	10/31/2009
October 1, 2009 – March 31, 2010 (semi-annual)	04/30/2010
April 1, 2010 – September 30, 2010 (annual)	10/31/2010
October 1, 2010 – March 31, 2011 (semi-annual)	04/30/2011
April 1, 2011 – September 30, 2011 (final)	10/31/2011

Activity Tracking Forms

Period—Year 1

Due Date*

October 1, 2008 – December 31, 2008	01/05/2009
January 1, 2009 – March 31, 2009	04/05/2009
April 1, 2009 – June 30, 2009	07/05/2009
July 1, 2009 – September 30, 2009	10/05/2009

Period—Year 2

Due Date*

October 1, 2009 – December 31, 2009	01/05/2010
January 1, 2010 – March 31, 2010	04/05/2010
April 1, 2010 – June 30, 2010	07/05/2010
July 1, 2010 – September 30, 2010	10/05/2010

Period—Year 3

Due Date*

October 1, 2010 – December 31, 2010

01/05/2011

January 1, 2011 – March 31, 2011

04/05/2011

April 1, 2011 – June 30, 2011

07/05/2011

July 1, 2011 – September 30, 2011

10/05/2011

*If the due date falls on a weekend please ensure the report is received by the next business day.