

Office of Population Affairs
Services, Training and Research Grant and Cooperative Agreement
Annual Progress Report Guidance

The Annual Progress Report is a brief description of the progress the project has made during the current budget period. The following format provides guidance for preparing the Annual Progress Report. This report is due **90 days after** the end of the budget period.

- I. Project Background and brief description (1-page)
 - A. Name of project and main location and number of partner agencies, if applicable.
 - B. Project information
 - a. The Title X award amount for the reported budget period.
 - i. For Family Planning Service Grantees:
 1. Indicate amount awarded for Title X services.
 2. Total Title X unduplicated clients for the budget period. (Break out the number female and male clients in a separate column. See sample table)
 - C. **Brief** summary of the progress of the program.
 - a. Include significant achievements, milestones or other notable accomplishments for the budget period. For Training and Research grants, provide a brief description of general purpose and/or investigative question.
 - b. Briefly include other significant items of note, including but not limited to challenges and how they were addressed (more detail can be included under Section II, Part C).
- II. Project Activities
 - A. Describe the goal(s) of the project.
 - B. Grantee must include a list of each objective and include progress made toward each objective, including metrics and financial figures if applicable. Grantees may include a copy of the work plan, if available, to satisfy this requirement. If a work plan is submitted, progress toward each objective or element must be included.
 - C. For objectives not fully accomplished or targets not met, provide a brief description of the progress toward each objective as well as challenges or obstacles that were encountered as well as efforts to address those challenges.
 - D. For Title X Service Grantees – provide the names, locations, Title X amount awarded (or anticipated annual amount) and current number of clients for each of the sub-recipients funded during the budget period reported (see sample table).
- III. Data collection
 - A. Briefly describe your process for collecting data.
 - a. For Family Planning Service Grantees - Please highlight the use of Health IT, including EMR, EHR and other technologies within your service network.
 - B. Identify any challenges encountered or needs identified regarding the collection of quantitative and qualitative data (surveys, QA/QI data, and other applicable data collection methods, Service Grantees Only – include challenges/needs regarding FPAR, if applicable).
 - C. Provide a brief description of the program’s plan to conduct any qualitative data collection in the next budget period.

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IV. Internal and External Effects on the Project

Provide a summary of any significant changes in the project management over the budget period.

For Service Grantees:

- i. Provide a summary of any external events which occurred during the budget period that have had an impact on the Title X family planning project (e.g., state/local policy issues, relationships with other primary care and other specialties, etc.).
- ii. Provide a brief summary of any additional internal or other non-personnel events which impacted the delivery of services and the operation of the family planning project (e.g., building changes, other administrative changes, weather events, supply difficulties and/or product changes, etc.).

Service Grantees Only:

V. Program Review Findings

Provide a brief update regarding the resolution and/or progress toward resolution of any outstanding program review findings (if applicable).

- ❖ The 12-month, end of the budget period “comprehensive” progress report should include information and data from the project’s annual activities. The comprehensive report is an update to the progress report submitted in the last non-competing, continuation (NC) application and must include information on activities which occurred after the submission of the project’s non-competing, continuation application through the end of the most recent budget year. The version submitted for the NC application may be used, revising and updating information and data as appropriate.

Format: 12-point font, double-spaced, 1” margins on all four sides. Tables can be single-spaced with the font no smaller than 10-point. Incomplete or submissions that lack sufficient detail may be returned for re-submission.

Sample tables:

Aggregate Table

Grantee	Total Clients			Annual Federal Award Amount
	Female	Male	Total	
Name	xxx,xxx	xxx,xxx	xxx,xxx	\$xxx,xxx

Sub-recipient Award table

Name of Sub-recipient	Location	Total Clients			Annual Title X Amount Funded
		Female	Male	Total	
Sub-recipient A	City or County	xxx,xxx	xxx,xxx	xxx,xxx	\$xxx,xxx
Sub-recipient B	City or County	xxx,xxx	xxx,xxx	xxx,xxx	\$xxx,xxx