

Dear Adolescent Family Life (AFL) Grantees:

All AFL grantees funded by the Office of Adolescent Pregnancy Programs (OAPP) must complete an End of the Year report. This report is **due 90 days** after the end of each budget cycle. For example, if your budget cycle ends on June 30, 2007, your report will be due September 30, 2007.

PLEASE NOTE: The project director of the agency that receives federal funding directly from the Office of Adolescent Pregnancy Programs is responsible for the accuracy and completeness of the submitted report. This includes the program component *and* the evaluation component of the report. **Please send an electronic copy of the complete report to your Project Officer when you submit the report to the Office of Grants Management.**

Attached are the End of the Year report template, instructions for completing the report and enclosures A, B & C used to report data from the past project year. Organizations which provide both OAPP-funded pregnancy prevention services and OAPP-funded care services must complete End of Year Reports and Enclosures separately for each program. In addition to the program and evaluation reports and enclosures described here, projects must submit a Financial Status Report (FSR) as well.

For the End of Year Report for Project Years 1-4, projects should complete the report, including Enclosures A, B, & C, using data from that specific project year (e.g. October 1, 2006-September 30, 2007).

At the end of Project Year 5, use this End of Year Report template and complete the program progress report and evaluation report covering content for the project over all 5 years. For program statistics, complete Enclosure A twice, once for year 5 participants and once for cumulative participants over all 5 years. **Programs funded prior to FY 2004 do not need** to report on performance measures (Enclosure B). For the efficiency measure, submitted by all projects, complete Enclosure C only for year 5.

All End of the Year Reports can be uploaded electronically using www.Grantsolutions.gov or mailed to:

Office of Public Health and Science (OPHS)
Office of Grants Management
1101 Wootton Parkway
Suite 550
Rockville, Maryland 20852
(AFL Demonstration End of the Year Report)

If you have any questions regarding this report, please contact your Project Officer.

Sincerely,

Johanna Nestor, MPH
Director
Office of Adolescent Pregnancy Programs
Office of Population Affairs