

Title X Family Planning Services – Annual Progress Report Guidance September 2012

The Annual Progress Report is a brief description of the progress the project has made during the current budget period (year). The following format provides guidance for preparing the Annual Progress Report.

- I. Project Background and Description
 - A. Name of project, main location and partner agencies (e.g., delegates, if applicable).
 - B. Include the current Title X award, the total number of services sites funded in the budget year, the total number of unduplicated clients, including breakouts for male and female clients.
 - C. **Brief** summary of the program.

- II. Summary of Accomplishments
 - A. Include a copy of your work plan.
 - B. For each objective which has been completed and those that are in progress, provide a status update, including numbers and financial figures if applicable.
 - C. Identify any significant activities that will begin in the next budget period, providing a brief timeline, resources needed and other relevant elements.

- III. Data collection
 - A. Provide any challenges and identified needs regarding the collection of quantitative and qualitative data (FPAR, QA/QI data, other applicable data collection methods).
 - B. Provide a brief description of the program's plan to conduct any qualitative data collection in the next budget period.

- IV. Program resources
 - A. Provide an update regarding any changes in management personnel at the grantee level since the last reporting period.
 - B. Provide a summary of any non-personnel resource issues (state/local policy issues, relationships with other primary care providers and other specialties, etc.).

- V. Program Review Findings
 - A. 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 year “comprehensive” progress report should include information and data from the project's activities which occurred after the submission of the project's non-competing, continuation application through the end of the most recent budget year. The comprehensive report is an update to the progress report submitted in the last non-competing, continuation (NC) application. The version submitted for the NC application may be used, revising and updating information and data as appropriate.
 - ❖ This “comprehensive” progress report **is due 45 days** following the end of the budget year.