

**Annual Progress Report
for Program Announcement 03004 - 04
Improving the Health, Education, and Well-Being of Young People
Through Coordinated School Health Programs
*Due June 1, 2007***

OVERVIEW

The Annual Progress Report and Financial Status Report are due by June 1, 2007 from all grantees under Program Announcement 03004.

The following is a suggested format for preparing your project's Annual Progress Report. We appreciate your time and effort in preparing the reports. Your accomplishments and the challenges you experienced along the way will guide us as we continue to support school health programs and help us demonstrate the impact of our funding. We feel the suggested (optional) format will enable us to quickly access this kind of information. If you choose to use a different format it must contain all of the required components. If you have any questions, please contact your Project Officer.

ANNUAL PROGRESS REPORT FY 06 ~ MARCH 1, 2006 – FEBRUARY 28, 2007

Please provide a separate report for each priority for which you were funded (YRBS, HIV, CSHP/PANT, Food Safety, Asthma, Skin Cancer, etc.). The Abstinence supplemental activities should be included under HIV, however, please clearly separate the Abstinence activities from the HIV activities.

REQUIRED COMPONENTS

• **Accomplishments of Current Project Year**

List all objectives related to the project year for each priority. For each objective, indicate whether the objective has been met, was met and is on-going, was not met, or was unfunded. (See Appendix A for a sample format.)

- ✓ If an objective has been met or was met and is on-going provide a brief description of the accomplishments, populations served, activities undertaken, and the collaborative partners involved.
- ✓ If an objective has not been met provide a brief description of why the activities have not taken place to date and any barriers encountered. Provide a justification for any redirection of activities.
- ✓ If an objective has not been funded, please indicate that and a brief description of why (i.e., because the amount awarded was less than the amount requested.)

• **Indicators for School Health Programs**

The Indicators for School Health Programs are **required** for this program year and must be submitted online. The Indicators for School Health Programs will provide state, local, and territorial education agencies and the CDC with standardized measures to report progress toward annual program goals and objectives.

• **HIV Materials Review**

Include a signed and dated statement(s) of the chairperson of the Program Review Panel specifying the vote for approval or disapproval for each proposed item that is subject to this guidance. If membership of the Program Review panel has changed, submit the panel member names, occupation, and affiliation on CDC form .113 signed and dated by the Project Director and Authorized Business Official.

- A **Financial Status Report (FSR)** covering the period March 1, 2006 through February 28, 2007 must be submitted and mailed to PGO by June 1, 2007. Go to <http://www.gsa.gov/>, go to "Forms

Library” and click on “Standard Forms.” Search for Form SF269A (short form) or search by the name “Financial Status Report.” Please mail the original FSR and 2 copies under a separate cover to the address below.

STRONGLY ENCOURAGED COMPONENTS AS APPLICABLE

- **Program Monitoring and Evaluation**

Briefly describe progress in measuring performance related to each of your stated objectives and long-term goals. (For HIV and CSHP programs, measures should be aligned to the extent practical with the Indicators for School Health Programs.) If you are doing additional evaluation activities (e.g., an evaluation focused on one major programmatic activity), briefly describe your progress and the status of these activities.

- ✓ **Logic Model** (optional but strongly encouraged)

If you have completed or are working on a logic model, please attach a copy of the logic model(s) even if it is in draft form. If you do not have a logic model, please contact your Project Officer for assistance or Leah Robin, Team Leader, DASH Evaluation Research Team at 770-488-3210 or ler7@cdc.gov.

- **Major Obstacles, Solutions, and Programmatic Changes**

Discuss the obstacles encountered solutions you implemented to reach program objectives, and any changes in the project (such as key personnel, resources and methodology.)

- **Success Stories** (optional but strongly encouraged)

Briefly share any success stories from your project. These will provide DASH with responses to inquiries such as, “Why should you fund school health? What difference did your funding make?” Include any newspaper clippings or illustrative materials about your project’s accomplishments. (See Appendix C for a sample template.)

- **Appendices**

You may include appendices that include important documents or materials that were produced during the one year period. You may wish to highlight key activities such as professional development agendas, evaluation summaries, materials developed, and media coverage, etc.

- **Additional Comments**

At the end of each priority you may provide a heading labeled “Comments.” You may wish to note accomplishments that were not included in the information described. Examples of particularly important information include: strengthening of policies, institutionalization of programs, broadening scope of impact, additional funding, and/or an expanding partnerships.

SUBMISSION INSTRUCTIONS

One original and two copies of the **Annual Progress Report** must be submitted to CDC’s Procurement and Grants Office (PGO) by June 1, 2007 (address below). Please send courtesy copies of the Annual Report and the Financial Status Report to your project officer (one hard copy and one electronic copy).

Mail Reports to:

Nealean Austin, Grants Specialist Team Leader
Acquisition and Assistance Branch B
Procurement and Grants Office
Centers for Disease Control and Prevention
2920 Brandywine Road, Room 3000, MS E-18
Atlanta, GA 30341

Attn: Sheila Edwards (for Cooperative Agreement Numbers begin with **0-4**)
Cynthia Thompson (for Cooperative Agreement Numbers begin with **5-9**)

Questions pertaining to this guidance can be directed to your Project Officer or to Elizabeth Coke Haller, School Health Team Leader at 770-488-6203 or by email at ehaller@cdc.gov.

INDICATORS – FAQ – May 2005

Q4: Do I have to complete the Indicators for School Health Programs and the annual progress report this year?

A4: Yes. Indicators for School Health Programs and the annual progress report are required for Program Year 4 (March 1, 2006 to February 28, 2007). You must report on the status of this fiscal year's goals and objectives. Please contact your Project Officer for the level of detail needed for the annual progress report.