ANNUAL PERFORMANCE REPORTING REQUIREMENTS – RFP 2018-P GUIDANCE

INSTRUCTION GUIDE

Grantees are required to report at least annually on how grant funds have been used to pursue programmatic objectives and to demonstrate progress in meeting those objectives. The purpose of this Annual Performance Report Instruction Guide is to for assist you in developing this annual programmatic performance report. Please review this Instruction Guide and contact your analyst if you have any questions.

 The performance reporting time period and due dates for each report are as follows.

Grant Year	Performance Reporting Period	Due Date for Performance Report
Year 1	July 1, 2019 – September 29, 2020	April 30,2020 October 31, 2020
Year 2	September 30, 2020– September 29, 2021	April 30,2021 October 31, 2021
Year 3	September 30, 2021 – September 29, 2022	April 30,2022 October 31, 2022
Year 4	September 30, 2022 – September 29, 2023	April 30,2023 October 31, 2023

Please note that at the end of the grant period (September 29, 2022) you will be required to submit a final performance report. This final performance report will need to cover the entire grant period, September 30, 2019 to September 29, 2023.

The Annual Performance Report is a comprehensive review of everything you have done during the reporting period. It is recommended that you take steps throughout the year to carefully document, both quantitatively and qualitatively, your accomplishments and challenges so that an accurate account of all activities can be included in the report.

Your State analyst uses your Annual Performance Report to assess your activities and accomplishments. The report is sometimes shared with other federal and non-federal partners as examples of successful strategies or vignettes

An electronic copy of the complete report must be sent to your assigned analyst by email no later than deadlines established above.

COMPONENTS OF THE REPORTS

Executive Summary
The Executive Summary should concisely address the overall progress towards meeting the project's goals and objectives during the reporting period. The Executive Summary should not exceed two single-spaced pages.

Section 1: Project Identification and Key Contacts
In this section you should provide project information about any key personnel positions designated within your grant. You should include information which identifies if during the reporting period there were any key staff hires, vacancies, or changes.

Section 2: Required Performance Measure Reporting
If you do not know the reporting requirements make sure to reach out directly to your analyst for each project you are reporting on. You should be reporting data performance measures for each objective. You should also provide an explanation of progress which includes both qualitative and quantitative information.

Section 3: Project Status
In this section you should provide information about the work you've done for each goal during the reporting period. The areas to be addressed are as follows:

1. **Key Activities Implemented and Partners (from logic model/Goals and Objectives):** This section should describe your progress towards implementing the activities, strategies, policies or programs related to the goals and objectives identified in your Comprehensive Community Prevention Plan and related logic model. You should indicate if any scheduled activities were not implemented, or if there was less than substantial progress for any activity. You should also identify in this section the key partners that worked with you during the reporting period.

2. **Major Accomplishments at the State and Local Levels:** Utilizing your evaluation data and results, this section should provide a description of the success of the project and its impact on the local community and state. Accomplishments and outcomes should be quantified whenever possible as well as any unanticipated outcomes or benefits from this project. Specific examples

of actual accomplishments and outcomes for each project objective should be included. You should also include a description of the populations of focus and any sub-populations served through grant programs and activities.

3. **Lessons Learned at the State and Local Levels:** In this section you should describe any unanticipated outcomes or benefits from your project. Lessons learned can include improved coordination, discovery of new issues, or more efficient ways to implement services, programs, policies, and/or strategies. You should also describe how data was used to inform implementation and continuously improve the quality of programs and services.

4. **Challenges and Barriers at the State and Local Levels:** In this section you should describe any barriers or challenges that you may have encountered during implementation of activities and how you addressed them.

5. **Changes or Adaptations to CCPP and Goals and Objectives:** This section should include a description of any changes you made during the report period to your CCPP and Objectives or Logic Model. The reason(s) for these changes should also be included.

6. **Activities Planned for the Next Grant Year:** In this section you should describe any new activities, strategies, policies, or programs that will begin implementation in the next grant year. You should also describe the steps you will take to ensure implementation will be successful and productive. Make sure to turn in an updated budget and scope of work on the proper templates provide by your analyst. For Federal grants starting the planning process in April for September start dates ensures that the projects will start on time and not have delays in processing. For general fund grants starting the planning process in October for July start dates will ensure that the projects will start on time and not have delays in processing.

Section 4: Review and Revision of the Comprehensive Community Prevention Plan (CCPP) or Logic Model (Years 2 through 4 only)
In this section you should describe any significant changes made to your CCPP and Logic Model including the following:

1. A comprehensive description of any changes made to grant activities, goals and objectives, including local conditions, circumstances and/or evaluation data that justifies and explains the change as well as when the change occurred;
2. The extent to which the State Team was engaged in decision-making related to the revisions; and
3. How any changes you made addressed challenges and barriers encountered during implementation of the Project.
4. Describe how sustainability was addressed for the activities, strategies, policies, and programs identified in the plan. You should include evidence of the integration of grant-funded activities with non-grant-funded activities, programs, and services in the schools and communities.

Section 5: Technical Assistance

At least annually, you should review and update your logic model associated with your CCPP in collaboration with your sector partners and with guidance and assistance from your State Analyst if needed and Technical Assistance Liaison. If you made updates to the plan during the reporting period, please include a copy of the revised CCPP as an attachment to the Annual Performance Report.

1. **Infrastructure & Systems Change** – Discuss any infrastructure and systems change activities that were used to support integration of service systems or better meet the needs of the populations of focus identified in your community plan. Provide highlights of accomplishments, successes, and challenges related to integrating multiple service systems.
2. **Sustainability** - **Technical Assistance** – Provide a description of any technical assistance you received during the reporting period. If applicable, provide a summary of any findings from technical assistance or grant monitoring site visits and how these findings helped in meeting your project goals and objectives. Address any anticipated future technical assistance needs related to implementation and sustainability.

Section 6: Partnership and Collaboration

In this section, you should describe the collaborative partnership between your partner agencies. You should include a list of the most current grant partners and note if any of these partners changed during the reporting period. If there were changes in partners, please describe if this affected your ability to achieve your project objectives or project activities. Discuss the evolution of your local coalition partners with a description of any increased collaboration between agencies. Describe how data and implementation updates have been shared with the State and how Evidence Based Practice Workgroup (EBP), The Statewide Epidemiology Workgroup (SEW) and Multidisciplinary Prevention Advisory Council (MPAC) members have advised or impacted the strategies that can be used to further achieve the goals and objectives. Lastly, please describe any partnership and collaboration challenges you experienced during the reporting period, at both the local and State level, and how you addressed these challenges.

Section 7: Management and Oversight

In this section you should provide a description of the management and advisory structure used to implement and monitor grant activities at the both the state and local levels. Please discuss the communication and decision-making process that the state and each community have developed and used to ensure that challenges are addressed and how internal communication has supported the successful implementation of the plan.

You should also include a description of the process for the administration and management of grant funds sent to each community and describe any delays, challenges, or best practices related to the oversight of funds sent from the state to the local level. Describe if funded activities were linked to interventions and strategies not funded but included as part of the state or community's overall comprehensive approach to substance use prevention. Lastly, address how your local and State partners have leveraged resources to support any non-grant funded work.

<u>Section 8: Budget Narrative</u>

In this section you should describe how grant funds were expended during the reporting period and provide a brief explanation if the total award amount was not expended for the grant year. Describe any significant changes to the budget that resulted from any modification of project activities. This description should address the entire grant period. Address any changes to the budget that affected your ability to achieve your approved project activities and/or project objectives. If the grant application indicated that non-Federal funds (e.g., in-kind) would be used to support the project, a report on the level of non-federal (e.g., in-kind) funds expended and any changes

<u>Section 9: Annual Evaluation Plan and Report</u>

1. **Year 1- Submission of Evaluation Plan**
   The first year of the program is focused on planning and building and solidifying partnerships. For this reason, the expectations about what you should report are different from subsequent grant years. The Evaluation Plan must be submitted with the first annual performance report.

2. **Evaluation Report Years 2-4**
   All subsequent Annual Performance Reports should include an annual Evaluation Report. Additional guidance about the Evaluation Report will be forwarded to you early in Year 2 of the grant.

REQUIRED ANNUAL PERFORMANCE REPORT ATTACHMENTS

<u>Attachment A: Financial Report</u>

For all grant years, a funding map or annual financial report must be submitted to your analyst that depicts all funding sources your agency received for the year and the amounts expended. The report is used to help in the process of analyzing agency stability as well as avoid duplication of projects being funded out of the same grant from other state departments.

<u>Attachment B: Detailed Budget and Budget Narrative</u>

Submit a detailed budget narrative and budget justification for the <u>upcoming </u>fiscal year.

<u>Attachment C: Revised CCPP and Logic Model</u>

You are encouraged to revise and update the logic model with the most current data at least annually and the most recent version should be included as an attachment to the annual performance report. Additionally if you have made any updates to your CCPP please attach the latest version.

Templates for this report are still in development and will be disseminated later.