Administration on Aging

CENTERS for MEDICARE & MEDICAID SERVICES

# AGING AND DISABILITY RESOURCE CENTER GRANT PROGRAM

## SEMI-ANNUAL PROGRAM REPORTING

Format

Progress Reports should give the Project Officer and the Grants Management Specialist sufficient information to provide a full understanding of project performance. It is not possible to prescribe page minimums and limitations in writing a progress report, since many factors affect its length. It is important to fully respond to the information categories described below and to use the cover sheet provided as the first page of the report.

Report Content

1. Major activities and accomplishments during this period

   Use project objectives and project task charts from the approved work plan either from the application or as revised during negotiation. Objectives make good sub-headers for reporting project activities. Briefly describe activities and developments for each objective or indicate "no activity this period."

2. Problems

   Describe any deviations or departures from the original project plan, paying particular attention to activities identified in the Project Officer monitoring letter. Describe the problem, alternatives considered to resolve the problem, and the impact of the problem on achieving project goals and objectives, and meeting current timelines.

3. Significant Finding and Events

   Use this section to expand upon any of the activities reported in the first report section and the conclusions you have reached about their significance or possible significance beyond the scope of the project. Use this section to alert

the Project Officer about significant issues that she or he may use to brief agency or department officials.

4. Dissemination activities

   Describe dissemination activities that occurred in the six-month period and planning activities that were conducted for future dissemination activities. Dissemination materials should be included as an appendix.

5. Activities planned for the next semi-annual report

   Highlight activities that will occur in the next 180 days reporting period and provide a brief explanation of their significance to the work plan. This will alert the Project Officer to any activities or events that she or he may want to have further information about prior to the next report.

6. Appendices

   Include copies of meeting and event agendas, minutes from advisory committee meetings, evaluation forms, publicity materials, draft outlines of products, and other materials. Choose selectively. It is not necessary to include every letter or every handout material used in a meeting or workshop.

**SEMI-ANNUAL PERFORMANCE REPORT COVER**

1. Grant #: _____

2. Project Title: _____

3. Grantee Name & Address: _____

_____

_____

_____

4. Telephone #: _____

5. Project Period: _____

6.Reporting Period: _____

7. Final Reporting Period: _____

8. Project Investigator Telephone #: _____

9. Report Author Telephone #: _____

10. Date of Report: _____

11. Project Officer: _____

12. Grants Specialist: _____