

GUIDELINES FOR THE FINAL PROGRAM PROGRESS REPORT

Below is guidance for developing the final program progress report. It is recommended that you follow the format outlined below in submitting your final report:

Section 1: Introduction

- Summarize major accomplishments over the 5-year period. This may include information about major outcomes and achievements and changes in key personnel (e.g., director, associate director), administrative structure, funding sources, etc.
- Summarize the number of people reached over the five year period in the core function areas by using data in NIRS.

Section 2: Organizational Profile

- Provide a description of the Center, including its organizational structure. Describe any major changes over the course of the 5-year grant, such as changes in the goals, staff, CAC etc.
- Discuss activities with the CAC in the development and review of the final program progress report. If this is included as part of the evaluation plan (see Section 3), you do not need to include it in Section 2.

Section 3: Evaluation Methodology

- Include the evaluation plan, if available.
- If no plan is available, describe the methodology used to measure progress and outcomes over the five year period.

Section 4: Final Report on UCEDD Accomplishments

- For each goal, describe the extent to which each goal was achieved by providing qualitative and quantitative information about major accomplishments and outcomes for the 5-year time period
- It is not necessary to describe all activities implemented to achieve a goal. Instead, you can describe major activities over the 5-year period.
- Where possible, describe the use of capacity building, advocacy, and systemic change activities to achieve a goal.

Section 5: Funds Leveraged Overall

Provide a summary of the funds leveraged over the course of the 5- year grant using the following categories:

- Federal
- State
- Local
- Private Sources (Foundation/Donation)
- Fee-for Services
- Other

Provide the average dollar amount leveraged per core dollar across the 5-year period.

Section 6: Summary of Collaborative Efforts with the DD Network

- Provide a summary of major activities of the DD Network.
- This may be accomplished by focusing on one project, activity, or area of emphasis.
- Describe major accomplishments resulting from the collaboration.

Appendix

- Include as appropriate an appendix with documents supporting the narrative report.
- Be sure to cross-reference items appearing in the appendix with the narrative report.

Questions

If you have any questions regarding the grant close out procedures, please contact your AIDD project officer.