

**FY 2018
Performance Report Instructions
for
Choose Life Grant
Programs**

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I. General Instructions

The Performance Report Form is to be used to report only the activities funded by the Choose Life Grant Program. Do not send information based on your agency as a whole.

Performance Report Format

The FY 2018 Choose Life Performance Report Excel document has two tabs, one tab for each semi-annual report.

Entering Data for 1st Semi-Annual Report

To enter your first semi-annual report data, click on the 1st semi-annual report tab located on the bottom left of the Microsoft Excel Spreadsheet. The 1st semi-annual report will only allow reporting of first two quarters (September 2017- February 2018) and narratives. Only enter the 1st semi-annual report data on this tab. Third and Fourth Quarters (March 2018-August 2018) are locked and will not allow you to enter data on this tab.

Entering Data for 2nd Semi-Annual Report

To enter your second quarter data, click on the 2nd semi-annual report tab located on the bottom left of the Microsoft Excel Spreadsheet. The 2nd semi-annual report tab will auto populate the 1st semi-annual report data onto the 2nd semi-annual report tab, and allow you to enter the 2nd semi-annual report (March 2018-August 2018) data and narratives. Only enter the second 2nd semi-annual report data on this tab. The 1st semi-annual report data sections are locked.

Instructions for submission:

- Use the performance report you received from your grant manager to record semi-annual activities by month and submit to the OAG mailbox. Do not copy or make changes to the performance report as this may change formulas and/or formatting in the document. If you receive a revised performance at any time during the grant year from your grant manager, remember to use the revised report to gather and submit quarterly activities for the remainder of the grant year. If you have any questions, contact your grant manger.
- The performance report must be submitted electronically no later than the 30th day of each month following the end of the reporting period. For FY 2018, semi-annual statistical reports are due on or before:
 - 1st Semi-Annual – March 30, 2018
 - 2nd Semi-Annual – September 30, 2018
- The following must appear in the subject line of the email: your grant type (Choose Life), your grant number and the reporting period (example subject line: “Choose Life #1880000, 1st Semi-Annual Performance Report”).

- Email the report to your Grant Manager
- Questions regarding the contract and the performance report should be directed to your grant manager.

II. How to Report

The Performance Report is a reflection of your progress toward accomplishing the work proposed in your grant application. **Do report:** all services and activities being provided by Choose Life funding.

The Performance Report should reflect data for Choose Life funded activities only. **DO NOT REPORT THE TOTAL ACTIVITIES BY THE AGENCY IN YOUR CALCULATIONS.**

Section 1. Agency Information

This section reflects information submitted on your application and has been pre-filled by the OAG. Changes to the Grant Contact must be made by the Authorized Official – this change can be via email, fax, or on letterhead. For all other changes submit a request via email to your grant manager.

Section 2. Eligibility During the Reporting Period

Subsection 2.1

Grantees must continue to meet eligibility criteria, place a “Yes” or “No” for each statement listed in this section that describes your organization.

Section 3. Grant Related Endeavors During the Reporting Period

This section includes captures grant activities and provisions provided by Choose Life funding during the reporting period.

Subsection 3.1 Grant Activities

By month, report the **number** of activities per category completed using the Choose Life funding during the reporting period.

Subsection 3.2 Commodities Provided to Pregnant Women and Infants

By month, report the **number** of Commodities per category provided using the Choose Life funding during the reporting period.

Subsection 3.3

In narrative form, provide the number and description of any commodities categorized as “Other” in Section 3.2 above, and any additional activities categorized as “Other” in Section 3.1 above that were supported with the Choose Life grant.

Subsection 3.4 Grant Related Advertisements

By month, report the **number** of Adoption-Related advertising per category provided using the Choose Life funding during the reporting period. The total number of adoption-related advertising items will auto-sum based on the numbers provided in each advertising category per month.

Subsection 3.5

In narrative form, provide the number and description of any advertising categorized as "Other" in Section 3.4 above that was supported with the Choose Life grant.

Subsection 3.6 Target Audience of Advertisements

By month, report the **number** of advertisements directed toward prospective adoptive parents and women in need using the Choose Life funding during the reporting period.

Section 4. Successes During the Reporting Period

Use this section to describe any successes you had with regard to meeting your goals and objectives. (This section is intended for information that is measurable.)

Section 5. Challenges You Encountered During the Reporting Period

Explain below any issues that made it difficult or challenging for you to meet your goals and objectives. Also include any actions you took to overcome these challenges.

Section 6. Program Impact Narratives

Use this section to include at least one narrative about a client who was served or assisted by your agency, with Choose Life funds. This may be a quote from a client about how your program made a difference in someone's life. You can also include stories about ways in which your program is making a difference in the community such as changes in policies, protocols, cooperation and/or awareness.

Section 7. Data Verification

The Grant Contact or Authorized Official must review and approve the accuracy of the data in the Performance Report before submitting it to the OAG. One of these two individuals must type her or his initials and the date the report was reviewed to indicate the appropriate review was completed.