

## Ongoing Progress Report (OPR) Instructions

Detailed instructions on how to complete the OPR are below. Use these instructions when reporting on the status of your activities, when responding to the request for information contained in the OPR.

**Item 1:** Enter legal name of the grantee.

**Item 2:** Enter the grant number assigned by the U.S. Department of Health and Human Services, the Administration for Children and Families, the Administration for Native Americans (ANA). This number is found in Item 3 on the Notice of Award (NOA).

**Item 3a:** Enter the grantee DUNS number (received from Dun and Bradstreet). This number is found in Item 25 on the NOA.

**Item 3b:** Enter the Employer Identification Number (EIN) assigned by the Internal Revenue Service. This number is found in Item 22 on the NOA.

**Item 4:** Enter grantee name and complete mailing address, including zip code.

**Item 5:** Select "Yes" if the SF-425 was submitted to the Payment Management System (<https://pms.psc.gov/>). Select "No" if the SF-425 still needs to be submitted.

**Item 6:**

- Enter the *budget* period covered in the report (e.g., Year 1, Year 2, Year 3, Year 4, or Year 5), as applicable.
- Enter the *project* start date (month, day, and year).
- Enter the *project* end date (month, day, and year).

**Item 7:** Enter the month, day, and year of the last day covered by the report (e.g., December 31, 20XX; March 31, 20XX; June 30, 20XX; or September 29, 20XX).

**Item 8:** Indicate the reporting term (e.g., 1st Semi-Annual or 2nd Semi-Annual). Select "other" if the report does not cover a 6-month period and provide information on the period covered by the report.

**Item 9:** Enter the title of the ANA project, the name of the individual who prepared the report, the date, their email address, and phone number. **Note:** the performance narrative referenced here starts on page 2.

**Item 10:** If attachments are being included with the report, list each of the attachments.

**Item 11:** Self-explanatory.

**Item 12a:** Enter the name and title of the authorized representative of the grantee. This individual will be the one certifying the accuracy of the report.

**Note:** This cannot be the Principal Investigator/Project Director.

**Item 12b:** Enter the signature of the authorized representative certifying the report, no other project staff can sign the OPR.

**Item 12c:** Enter the telephone number, including the area code and extension number, of the authorized representative certifying the report.

**Item 12d:** Enter the email address of the authorized representative certifying the report.

**Item 12e:** Enter the month, day, and year the report is being submitted.

**Item 13:** Leave blank.

## *ONGOING PROJECT PROGRESS*

### **A. Objective Work Plan Status/Update**

**Item 1:** Select “yes” if you need to make any changes to the Project Scope, Goal, Objectives, or Activities in the Objective Work Plan (OWP). Select “no” if no changes need to be made to the OWP. Select “no” if activity dates changed due to a Carry Over Budget (COB) or No-Cost Extension (NCE). Changes in activity dates do not change the nature of the project, they just reflect that you have experienced delays due to unexpected circumstances or challenges. Please do not request an OWP update due to changes in activity dates.

**Item 2:** Provide an explanation of the changes you intend to make and if you have requested these changes from the ANA office.

**Item 3:** The approved OWP will pre-populate in this section when using GrantSolutions. This has been entered by your ANA staff; you should not enter anything here.

- Describe how each activity was accomplished: Describe your progress towards fulfilling each of the project’s objectives and activities accomplished during the current reporting period. Report on activities by describing the activity, including numbers (i.e., of participants or meetings, etc.) and dates, when possible.
- Include quantitative and qualitative data to help ANA understand your project’s progress.

- o Quantitative: Use numbers; for example, how many individuals attended a meeting, what percent of a survey reported positive feedback.
- o Qualitative: Describe who completed what, when, where, why, and how for all activities.
  - **Poor description:** Three people attended the Board meeting.
  - **Good description:** The Project Director, Project Coordinator, and Project Assistant attended the Board Meeting on 5/10/2020. They presented on the new cultural enrichment curricula that we are developing for high school students, which includes exploring one's Native identity, language, tribal history, and ancestral traditions. In this highly interactive curricula, we provide activities that give students an opportunity to deeply reflect on each topic and share their reflections with one another. The Board was very impressed with our presentation and will be reviewing the curricula and providing feedback by 5/30/2020.
- Think of the description like telling a story, where you need to include all of the background information and details so that the reader can get a clear picture of what the activity looks like.
- Demonstrate how much progress has been made on the activity to date. If the activity has been delayed, identify the causes and what, if any, steps are being taken to address the challenge. It is just as important to explain why an activity is delayed and what alternate approaches you have taken to complete the activity as it is to explain your progress.
- The information on activities is cumulative for each year of the project and should be maintained for the duration of the project period (i.e., do not delete information from previous reporting periods for the current budget period). Should you need to update the status of an activity, please place "UPDATE:" prior to providing the updates.

Status of Actives: Identify the status of each activity. This column should be updated accordingly. From the drop-down menu, select the correct status:

- "Completed" if the activity was completed based on originally anticipated "end date." Once marked completed, an expected completion date should not be provided.
- "Ongoing" only if the activity is supposed to continue past the reporting period according to the OWP.
  - o Activities can only be marked as ongoing in semi-annual reports (reports that cover the first 6 months of the budget period).
- If you are doing your annual report, which is the second report of the budget period (project year), activities CANNOT be marked as ongoing; "N/A" if the activity is not scheduled to start until later in the project period. Do not use N/A if the activity is delayed.

- “Delayed” if the activity was not completed based on the originally anticipated end date and is still expected to be achieved. If the activity is delayed, enter the expected day, month, and year the activity is expected to be completed.
  - o **Please be sure that you select delayed for any activities that are not fully complete.** If you mark activities as complete when they are in fact delayed, you will not be able to carry over funds connected to those activities to the next budget period. This can hurt your project as you will not be able to use your unspent funds to finish your activities in the following year.

## **B. Staffing and Human Resources**

**Item 1:** Select “yes” if you have any vacancies that are associated with this project. Select “no” if you do not have any vacancies that are associated with this project.

**Item 2:** If “yes” is selected, list the positions that are vacant or were vacant as of 30 days prior to the end of this reporting period. Also, indicate reasons for vacancies and actions taken or to be taken to fill vacant positions.

**Item 3:** Select “yes” if you had any changes or turnover in project staff, consultants, or contractors during this reporting period. Select “no,” if not.

**Item 4:** If “yes” is selected, list the affected positions, explain the reason for the change, state how long the position had been open, and if the position has been filled.

### **Item 5: Staffing table**

Note: A job is classified as being currently filled and required for this project to be completed. Complete the table as follows:

- Position Title – enter the position title for each person working on the project.
- Position Type – enter the type of position (project position, consultant, stipend, intern, other). This will be a drop-down menu.
- Position Funding – enter the type of funding that pays for this position. This will be a drop-down menu of federal or non-federal share (NFS).
- Name of Individual – enter the name of the individual filling the position.
- Filled by Native? – select “yes” or “no” to indicate whether the position was a Native-filled position.
- Date Job Filled - enter the date the job was filled.
- Avg. # Hours per Week – enter the average # of hours worked per week by the position.
- Date Job Ended – enter the date the job ended, if applicable.

- Did position exist before the project? – enter if the position existed before the project started.
- Will position continue after the project ends? – enter if the position will continue after the project ends (only for final reporting period).

### **C. Challenges**

Challenges are any issues or events that have negatively impacted the implementation of your project. Challenges occur for nearly every project and can be overcome through careful planning and monitoring. In some cases, technical assistance can be provided to assist grantees in overcoming challenges. Note: Reporting on challenges does not reflect negatively on grantees, as all projects encounter difficulties. ANA encourages and appreciates detailed feedback on the challenges that grantees experience and how grantees approach such challenges.

**Item 1:** Select “yes” if your project encountered any challenges during the reporting period. Select “no” if you encountered no challenges.

**Item 2:** If you select “yes,” please provide a description of each challenge in the first column in the table below. In the second column, select “yes” if you have overcome the challenge or select “no” if you are still encountering this challenge. In the third column, describe how you overcame the challenge, if you selected “yes,” or identify your plan to address the challenge, if you selected “no.” Please be as detailed as possible, as the more information ANA receives on grantee challenges, the better we can assist grantees in the future.

**Item 3:** Select “yes” if the project could benefit from ANA-provided training or technical assistance at this time. Select “no”, if not.

**Item 4:** If you select “yes,” describe the services you would like to receive.

### **D. Financial**

**Item 1:** Select “yes” if the grantee had trouble accessing (drawing down) funds from the Division of Payment Management during the reporting period. Select “no,” if not.

**Item 2:** If “Yes” is selected, explain the problem and if it was resolved.

**Item 3:** Select “yes” if you have made changes to your budget that required prior approval during this reporting period. Select “no,” if you have not. For more information on prior approval, see 45 CFR 74.25 and 45 CFR 92.30. In general, prior approval is needed for grant modifications that request any of the following: making any change in scope; making changes in any salary greater than 25 percent; re-budgeting more than 25 percent of the federal funds awarded, adding

new line items; making sub-awards, transfers, or contracting of any work not approved in the original application; requesting additional federal funds; moving funds from direct costs to indirect costs and vice versa; and transferring funds allotted for training allowances to other budget categories.

**Item 4:** If “Yes” is selected, explain the request that was made and if it was resolved.

**Note:** *This does not take the place of submitting a formal request. All standard procedures for requesting a budget modification must be followed.*

**Item 5: Financial table:**

Enter the federal and non-federal forecasted cash needs from the Standard Form (SF) 424A of the approved grant application for the reporting period. Enter the actual cash needs (expenditures) for the reporting period, which should align with what is reported on the SF-425. This information is cumulative and should be maintained from the beginning of the grant to the last day of the budget period.

**Item 5a:** If the amounts forecasted in your SF-424A at the beginning of the budget period and actual amounts are not the same, explain the reason for the difference for each quarter. Reasons can be hiring delays, dates of high cost purchases that were made early/late, project delay in start date – whether project start-up or late award notification from ANA, etc.

**Item 6:** Select “yes” if you anticipate obligating all of the federal funds awarded for the project period by the project period’s end. Select “no,” if not.

**Item 7:** Select “yes” if you have any pending amendments with ANA. Select “no,” if not.

**Item 8:** Select “yes” if your project has generated any program income as a result of project activities. Select “no,” if not.

**Item 9:** If “Yes” is selected, indicate how much was generated and from what source.

**Item 10:** Identify how your program income will be utilized to support the project.

**E. Other**

Include any additional information your organization would like to share with ANA regarding your project.

**F. Native Assets Building Initiative (NABI) Grants**

These questions apply only to projects funded under the **Native Asset Building Initiative and the Assets for Independence programs.**

- Question 1: Include in the table, the total number of Individual Development Accounts (IDA) that were opened in the reporting period. An open IDA must have been established at the partnering financial institution, and per the policies and procedures of your IDA program. In the first column, enter the total number of IDAs opened during the reporting period. In the second column, enter the number of IDAs, from the total number of IDAs opened during the reporting period, that were designated with the savings goal of housing. In the third column enter the number of IDAs, from the total number of IDAs opened during the reporting period, that were designated with the savings goal of business capitalization. In the fourth column, enter the number of IDAs, from the total number of IDAs opened during the reporting period, that were designated with the savings goal of education. In the fifth column, use the drop-down menu to designate the corresponding reporting period for the information entered.
- Question 2: In the table, enter the type of financial education training, and the total number of individuals that have completed financial literacy trainings within the reporting period. In column one, identify the type of training that was held. Keep in mind there are various types of training, and they should relate to the type of asset that will be purchased. In column two, indicate the number of individuals that completed the training. This number should correspond to the number that successfully completed the training and not the number that began the training. In addition, this number should not include duplicate individuals, who may have taken the training more than once. In column three, use the drop-down menu to indicate the corresponding reporting period for the information entered.
- Question 3: In this table, indicate the number of individuals that have completed an asset purchase using their IDA during the reporting period, and the corresponding number of asset purchases for each savings goal (housing, business capitalization, education). In column one, indicate the total number of assets purchased during the reporting period. In column two, from the total number of assets purchased during the reporting period, indicate the number of asset purchases for housing. In column three, from the total number of assets purchased during the reporting period, indicate the number of asset purchases for business capitalization. In column four, from the total number of assets purchased during the reporting period, indicate the number of asset purchases for education. In column five, use the drop-down menu to indicate the corresponding reporting period for the information entered.
- Question 4: In the table, indicate the total amount used on asset purchases during the reporting period. The total amount used includes participant contributions, federal grant funds, non-federal cash contributions, and any

loans secured or funds borrowed to complete the asset purchase. In column one, indicate the total amount used for asset purchases during the reporting period. In column two, indicate, from the total amount used for asset purchases during the reporting period, the amount that was used for housing. In column three, indicate, from the total amount used for asset purchases during the reporting period, the amount that was used for business capitalization. In column four, indicate, from the total amount used for asset purchases during the reporting period, the amount that was used for education. In column five, use the drop-down menu to indicate the corresponding reporting period for the information entered.

- Question 5: Include in the table all non-federal funding you have deposited in to the Project Reserve Fund to match your Assets for Independence (AFI) grant. Remember, for every dollar of AFI grant funds, you must obtain an equal dollar of matching funds. In column one, enter the source of funding. In column two, enter the amount of funding. In column three, enter the date funds were deposited into the Project Reserve Fund. In column four, enter the asset goals this funding will support.
- Question 6: Provide any additional comments you would like to share about your NABI project.