**ARP Progress Report Instructions**

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

# Recipient Information

* Enter legal name of the grantee.
* Enter the grant number assigned by DHHS/ACF/ANA. This number is found in Item 3 on the Notice of Award (NOA).
* 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.

# Objectives and Activities

* Enter in the Objectives from your (revised) application as approved by Administration for Native Americans
* Enter in the activities. If you have more than 10 activities, please click on the line BELOW the 10th activity and right click to bring up the menu and click on insert. Add in the number 11, 12,13, etc. NOTE: If you accidently skip an activity, follow the steps above for inserting an activity in the line where you want to add the activity and renumber the activities.
* Select the status of the activity from the Dropdown Menu: Delayed, Ongoing, Completed.
* Describe the Accomplishment associated with the Activity.
* List and describe the Outputs (Tangible Products Produced by the Activity).

# Project Staffing

* List the Position Title. This should include both project staff and positions created as a result of the project.
* List the Name of the Individual. If the person prefers not to have their name listed please indicate that in the space provided.
* Include the Tribal Affiliation if applicable. Put NA if the individual is non-native.
* Select the Staff Type for each position from the Dropdown Menu: Full Time
* Part Time, Intern, Stipend, Consultant/Freelance, Other.
* Indicate whether the position is filled by a Veteran, Woman or Native American/Alaska Native/Native Pacific Islander.

# Project Challenges –

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 in any way 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.

* Describe the Challenge the Project is facing.
* Indicate whether the Project was able to overcome the Challenge or not.
* If yes, indicate how the Project was able to overcome the Challenge.

# Signature

* Enter the Preparer’s signature (name) of the person completing the report. This will be the point of contact should there need to be revisions or follow-up.
* Enter the title of the name of the person completing the report.
* Enter the Preparer’s email address.
* Enter the Preparer’s telephone number including the area code and extension number.