STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

GRAY DAVIS, *Governor*

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

August 23, 2000

REFUGEE COORDINATOR LETTER NO. 00-26

To: County Refugee Coordinators

Subject: Semi-Annual Progress Report Template for Projects Funded Under the Discretionary Grant for Services to Elderly Refugees

Reference: Refugee Coordinator Letter (RCL) No. 00-17, Dated June 27, 2000

This letter transmits a new template for use in the Semi-Annual Progress Reports on projects funded under the Discretionary Grant for Services to Elderly Refugees. As noted in the above-referenced RCL this template has been developed to collect more specific and consistent information on mandatory coordination efforts between the projects and local Area Agencies on Aging (AAAs). The new template, which utilizes a fill-in-the-blank approach to simplify the reporting process, provides the opportunity to report on these efforts as well as any problems in coordinating with AAAs. In addition, the template incorporates all elements from the previously-required Progress Report Cover Sheet, making it obsolete for this grant.

The template is now available in *Microsoft Word* format on the Refugee Programs Branch (RPB) web site at www.dss.cahwnet.ca.gov/refugeeprogram. Counties unable to access the template via the Internet may request a copy on diskette by contacting the RPB. To complete, simply fill in each field (shaded gray), using the Tab key to move from one field to the next. Counties should make every attempt to limit responses to the space provided; however, if this is insufficient, an additional sheet may be attached.

As a reminder, Semi-Annual Progress Reports on this grant are due according to the following schedule:

Reporting Period	Report Due
March 30, 2000 – September 29, 2000	October 20, 2000
September 30, 2000 – March 29, 2001	April 20, 2001
March 30, 2001 – September 29, 2001	October 20, 2001
Final Report (Encompassing entire project)	December 1, 2001

Counties will first be required to utilize the new template for the report due April 20, 2001; however, if they wish, they may use the format for the report due October 20, 2000. Completed reports may be submitted by mail, fax or e-mail. Instructions for submittal are noted in the top right-hand corner of the template. It is imperative that all reports be complete and submitted in a timely manner as incomplete reports or untimely submittal could jeopardize future funding.

If you have questions regarding the new report template or to request a copy of it on a diskette, please contact Brad Elftmann or Ophelia Farrell of the Refugee Technical Services Bureau at (916) 654-7250 or (916) 653-8980, respectively.

Sincerely,

Robert A. Barton, Chief
Refugee Programs Branch

Enclosure

SEMI-ANNUAL PROGRESS REPORT ON PROJECTS FUNDED UNDER THE DISCRETIONARY GRANT FOR SERVICES TO OLDER REFUGEES

Grantee: State of California Federal Grant Number: 90RL0041/01-02

COUNTY/CONTRACTOR: _____
State Contract/Allocation Number: _____
Person Completing Report: _____
Telephone Number: _____
Date: _____

Submit Completed Report by Due Date via Mail, Fax or Email.

Mail to: CDSS
Refugee Programs Branch
744 P Street, MS 6-646
Sacramento, CA 95814
Fax to: (916) 654-7187
E-mail to: RPB@dss.ca.gov

Reporting Period (Check One)	Report Due
☐ First Semi-Annual (9/30/00 – 3/29/01)	April 20, 2001
☐ Second Semi-Annual (3/30/01 – 9/29/01)	October 20, 2001
☐ Final Report (9/30/99 – 9/29/01)	December 1, 2001

Note: Please attempt to limit responses to the space provided; however, if additional space is needed for any item, you may attach a separate sheet.

1. MAJOR ACTIVITIES/ACCOMPLISHMENTS

A. List major project activities this reporting period. (Include activities begun this period, those completed since previous period and those begun in the previous period and continuing this period.)

B. Specify the types of services provided to elderly refugees and the number of persons served during the reporting period in the spaces provided. Note, particularly, those services identified as priority services under this grant: Culturally-Appropriate Meals, Translation of Program Materials, Interpretation, Transportation and Accompaniment, and Resource Seminars.

	Type of Service	# Served
(Example)	Culturally-Appropriate Meals	125

C. In the space provided below, enter the unduplicated number of persons to whom services were provided during the reporting period. (If this data is unavailable, please note.)

D. Were services provided during the reporting period coordinated with the local Area Agency on Aging (AAA)? Mainstream provider(s) of services to the elderly?

☐ Yes ☐ No*	Name of local AAA:
	Contact Person/Telephone
☐ Yes ☐ No*	Name of mainstream provider(s):
	Contact Person/Telephone:

* In Item 2B, explain any problems or difficulties in coordinating services.

2. PROBLEMS

A. List any problems experienced during the reporting period. (Include actual/anticipated slippage in task completion/project implementation dates and any deviations from original project plan. Also, indicate any steps undertaken to address problems.)

B. Specify any difficulties in coordinating services with local AAAs and/or providers of services to the Elderly. Also, indicate any steps undertaken to address these difficulties.

3. DISSEMINATION ACTIVITIES: List information dissemination activities carried out during the reporting period. (Attach copies of any newspaper, newsletter, or magazine articles or other published materials considered relevant to project activities or used for project information or public relations purposes.)

4. OTHER ACTIVITIES: List any other project activities not noted earlier.

5. ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD: List major activities planned for next reporting period. (Include specific coordination activities with local AAAs and providers of services to the Elderly.)