Online Annual Progress Report (APR) Guide

Introduction
Welcome to the Online Annual Progress Report (APR) Guide. In this document, you'll find tips, tricks, and definitions related to the submission of this year's APR.

What's different in this APR?
We've finally caught up to the 21ˢᵗ century and have made the switch of our grant reporting to online. That's right—No more needing to send a hard copy and email a copy. All reporting, including attachments, will be done through our online portal.

The APR is broken down into 4 parts to submit:
- Part 1: Agency Information & Program Information
- Part 2: Bold Goal Outcome and Outcome Measurement Results (if required)
- Part 3: Attachments A*- D (All initiatives), and J (Microgrants only) or K (Financial Stability only)
- Part 4: Attachments A*, E, F, G, H & I (financial documents)

*Attachment A can also be submitted with Attachments E-I. Attachment A must be downloaded from the online form, completed for each program and then uploaded prior to submission.

You must complete and submit all four sections for each agency by the established due dates.
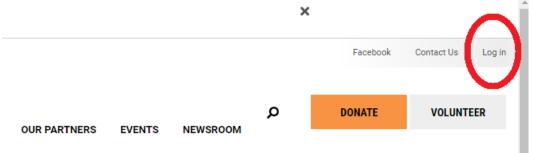
Create a Username:
If you have more than one program and need to submit more than one APR, you should create separate accounts using different agency email addresses for each account. We hope to fix this or future submissions. If more than one person will be working on a single submission, it will be necessary to share the login credentials. Two people should not work on the APR simultaneously as inputted data will not save correctly.

Please watch the video in the link below on how to create a username:
[Instructions on the Login Process](#)

Accessing the APR
To access the online APR, go to https://www.uwgcv.org/annual-progress-report and click "Log In" in the upper right-hand corner. See screenshot below as example.
You must be logged in to access and see the contents of the online APR and each part.

Contact Definitions
- Main Office Information — Location of organization's headquarters, may or may not be in the Chippewa Valley
- Chief Executive Officer (e.g., CEO, President, Director, etc.) — Leader of the entire organization, may or may not be located in the Chippewa Valley.
- Local Office Information — Location of local office in the Chippewa Valley, can also be the same as the main office
- Local Key Decision Maker — Makes decisions in the Chippewa Valley about the organization/funded program.

Reporting on outcomes and indicators
Having all programs measure outcomes in the same manner is important for data collection. For the purposes of completing the APR, please use the following definitions and processes when reporting on each outcomes and indicators measured.

Total Number Actually Served—Number of people that were served in the program

Actual Number Measured for Outcome Indicators—The number of people that were measured through the measurement tool (survey, questionnaire, case notes etc.). This umber may be the same or smaller than the total number of people actually served.

Filling out the Outcome Indicators
Projected Results for 2021-2022—From the original application after any outcome revisions based on allocation.

Number—From the application
Percent—From the application

Actual Results for 2021-2022 Outcome Indicators
Number—Actual number measured that achieved the outcome
Percent= Actual number measured that achieved the outcome
　　　　　Actual Number Measured for Outcome Indicators

Example—100 people were served in the program
　　　　　50 people completed the survey (measurement tool)
　　　　　45 people achieved the outcome indicator based on the measurement tool
　　　　　45/50 =90% achieved the outcome indicator

Filling in the APR
If a textbox or field is marked by an asterisk *, it is required. You cannot submit a Part without filling in fields or textboxes with an asterisk *. If you have submitted a Part without filling a field or textbox marked with an asterisk *, you will receive this error:

Please fill out this field.

It will show you which textbox or field is not filled.

Yes/No Questions

Some questions will be Yes/No. Depending on if you click Yes or No, a textbox will appear and prompt you to provide additional detail pertaining to the question.

Textbox Expansion

Textboxes marked with dashes in the right-hand corner can expand vertically.

Indicates that textbox is expandable

Attachments

Attachment D and I are imbedded in the APR and do not need to be uploaded.

Attachments A (All Initiatives), J (Microgrants), and K (Financial Stability) have a link in the APR (located in Part 3 or Part 4) to download. Please complete the form and upload it in Part 3 or Part 4.

Time-Out for Web Page

The web page will time-out after 24 hours. However, please be sure to SAVE DRAFT before it times outs.

Submission

You will receive a **confirmation email**, after the submission of each part, from Kelly Christianson— Lead Community Impact Director. If you submitted attachments for Parts 3 and 4, you will also receive a copy of the attachments along with your submission. **Be sure to **make and retain a copy** of your APR (including all attachments).**

Q&A

If I am funded in more than one initiative, do I have to create a separate login?
Each program should have its own unique login. Please share those credentials with any individuals at your agency who will be completing portions of that program's APR.

If I am completing 2 separate APRs for my agency, do I have to complete a new APR for the second program?
If your agency is receiving funding in more than one initiative, you must complete Parts 1-3 for each program but will only need to submit Part 4 once.

Will I be able to start on the APR and then come back to it at a later time?
Yes, you will have the ability to save your progress by clicking on

✔ SAVE DRAFT

If I complete the APR on separate computers, will my answers be saved?
Yes, but be sure to click SAVE DRAFT at the bottom of the page.

Can more than one person be logged on to an account at the same time?
It's strongly discouraged to have two individuals working on the same APR at the same time. Information could potentially not save correctly.

I got locked out of my account. What do I do?
You will be locked out of your account after you attempt to login after 5 tries. The web page will then ask for you to reset your password. Please follow the instructions on the page to proceed in resetting your password.

Will this guide be updated and how often?
This guide will be updated as we receive more questions. The date of updates can be found at the bottom-right of the page.

If you have questions, please call the UWGCV office at 715-834-5043 or email:
- Kelly Christianson (kchristianson@uwgcv.org) for Basic Needs, Financial Stability, and Microgrant APRs
- Isabella Hong (ihong@uwgcv.org) for Health & Education APRs