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**WI Child Abuse and Neglect Prevention Board  
Family Resource Center Infrastructure Development Grant Expansion  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MID-YEAR NARRATIVE REPORT TEMPLATE**

**Due Date: January 16, 2024**

**Instructions**

*Have a copy of your grant agreement on hand to draft your report. The responses to the report sections below should provide a clear overview of the activities completed in the first six months of SFY2024. The completed reports provide insight into how this grant has affected the community you serve and your organization thus far. Submit the completed report through the* [SPARC Performance Report Portal](https://dcfsparc.wisconsin.gov/)*. Include any attachments and the reporting spreadsheet.*

Naming mechanism: When you save the template, please rename using this structure. Your agency name can be acronym or abbreviated. i.e. BVCC\_FRC Midyear Report SFY24 or BayView\_FRC Midyear Report SFY24.

{agency name}\_FRC Midyear Report SFY24

**Reporting Period: July 1, 2023– December 31, 2023**

**Organization Name:**

**Project Name:**

**Contract #:**

**Contact Person:**

**Contact Email:**

**County(ies):**

**Section 1. Grant Leadership updates, if applicable**

1. Please provide any changes to the Administrative Leadership Team or Protective Factors and Parent Leadership Team, if applicable. If no changes please indicate, Team membership is current.
2. If your agency has any unfilled Team members (including parent leaders), please include a short description on challenges to fill this position and current recruitment strategies.

**Section 2 Objectives (deliverables during this time period)  
*OBJECTIVE: Data Champion***

Does your FRC have an identified data champion with access to the online DAISEY reporting system and the WI FRC-Agency Information Initiative? And if applicable, access to the Wisconsin Prevention Reporting System (WPRS) initiative?*Objective Status: \_\_\_\_\_ In progress\_\_\_\_\_ On Schedule \_\_\_\_\_Completed*  
**Barriers to Reach Objective:** [*Identify barriers*]

**Additional Information:**

***OBJECTIVE: Agency Profile in DAISEY (WI FRC - Agency Information)***Please indicate which forms in the WI FRC Agency Information has been started (in progress) or completed. Note: each FRC agency will be required to have all forms completed by June 30, 2024 and updated annually.

|  |  |  |
| --- | --- | --- |
| Form | *In progress* | *Completed* |
| WI FRC - Core Service Child Development Form |  |  |
| WI FRC - Core Service Community Engagement Form |  |  |
| WI FRC - Core Service Parenting Supports Form |  |  |
| WI FRC - Core Service Resources & Navigation Form |  |  |
| WI FRC - Parent Leadership Development Form |  |  |
| WI FRC - Staffing and Training Form |  |  |

**Barriers to Reach Objective:** [*Identify barriers*]  
  
**Additional Information:**

***OBJECTIVE: Professional Development plan - updated***Attach your FRC’s updated professional development plan previously submitted by September 15, 2023. The updated activities should include updating staff on the leadership teams (if there has been staff and parent changes) and changing the training status (completed, registered, or other status).

*Objective Status: \_\_\_\_\_ In progress\_\_\_\_\_ On Schedule \_\_\_\_\_Completed*  
**Barriers to Reach Objective:** [*Identify barriers*]  
  
**Additional Information:**

***OBJECTIVE: Tracking Foundational trainings and other professional development****How many FRC staff have set up an account in the* [*Family Resource Center Professional Development System*](https://uwm.edu/wcwpds/family-resource-center-professional-development-system/)*?*

|  |  |  |
| --- | --- | --- |
|  | *# with profile/account* | *# without profile/account* |
| *FRC Infrastructure Leadership teams* |  |  |
| *Additional Family Resource Center staff* |  |  |

**Barriers to Reach Objective:** [*Identify barriers*]  
  
**Additional Information:**

***OBJECTIVE: Programming Plan***Was the required programming plan submitted by October 31, 2023?

*Objective Status: \_\_\_\_\_ In progress\_\_\_\_\_ On Schedule \_\_\_\_\_Completed*  
**Barriers to Reach Objective:** [*Identify barriers*]  
  
**Additional Information or updates:**

***Upcoming OBJECTIVE: Standards of Quality Program Self Assessment***Describe your plan for completing the Standards of Quality Program Self Assessment as a team and timeline for completion.

**Barriers to Reach Objective:** [*Identify barriers*]  
  
**Additional Information or updates:**

**Section 3: Program Accomplishments***In this section:*

* *Provide a summary of progress to-date (200-500 words).*
* *What activities did you conduct during the reporting period, including those not anticipated in your original proposal? What activities did you decide not to undertake?*

**Section 4: Collaborations & Partnerships***In this section:*

* *Highlight any new or emerging partners, subgrantees (if applicable), and their role(s)*
* *Describe any efforts to involve parents in the planning and implementation of any agency planning and/or programming.*

**Please check all collaborations/partnerships that apply**

Early Childhood Systems  
 Strengthening Families, Head Start   
 Maternal, Infant, and Early Childhood Home Visiting   
 Child Mental Health  
 LGBTQIA2S+ Organizations  
 Hospitals, Clinics, etc.   
 Substance Abuse  
 Public Health / Health Department  
 Nonprofit Community Organizations  
 Schools   
 Library   
 Business Community   
 Community Action Agencies   
Other (please describe in narrative)

**Section 5: Outreach and Education   
Please indicate how your organization educates parents, caregivers, and community members on the important role of primary prevention programs, services, and strategies:**

General Social Media Posts  
 Five for Families   
 Protective Factors  
 Child Development   
 Triple P Level 1   
 Room to Grow Campaign  
 Parent Education opportunities

​Catching Kids Doing G​​ood campaign  
 Parenting Supports  
 Resource and Navigation  
 Community Engagement (community presentations)

Embrace the power of Dads campaign

**Section 6: Lessons Learned**

* *During this reporting period, what were some new or surprising insights for:*
  + *You?*
  + *Your staff/parent leaders/volunteers?*
  + *Clients/Service users or project/program partners?*

*(Suggested word length: 200-250 words)*

* *During this reporting period, what were some ideas or practices that were reinforced for you, your staff/parent leaders/volunteers, clients or project/program partners? (Suggested word length: 200-250 words)*

*(Suggested word length: 200-250 words)*

**Section 7: Technical Assistance***Use this section to describe any additional resources or assistance that the Prevention Board could provide. Examples might include suggestions for improving Community of Practice calls, support with WPRS and data entry, or professional development or training needs for your staff and supervisors.*

**Section 8: Concrete Supports (if applicable)***Did your agency use grant funds to provide concrete supports to families during this reporting period?*

Yes  No

If yes, please complete the chart below. If no, please skip this section.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Concrete Support Provided*** | | | ***# of Fulfilled Requests*** |
| Food / grocery assistance | | |  |
| Items for infants (i.e. diapers, formula, wipes, baby food, etc.) | | |  |
| Internet access / phones | | |  |
| Emergency funds for housing | | |  |
| Childcare assistance | | |  |
| Car seats | | |  |
| School supplies | | |  |
| Transportation Assistance | | |  |
|  | | |  |
| Other (please specify): | | |  |
| Other (please specify): | | |  |
| Other (please specify): | | |  |
| Other (please specify): | | |  |
|  |  |  |  |
|  |  |  |  |