



# Semiannual Reporting Guide

## Reminders:

- The focus of the semiannual report is on grant-related activities, not agencywide activities
- Grantees are encouraged to limit the report length to no more than twelve (12) pages
- Write the report using third-person point of view (eg. The Iowa Department on Aging, the team, the RD; not Jim and Bob, we, our, etc.)
- Utilize bullet points to format, as able, and to aid in concise reporting
- Ensure charts and/or graphs are readable, if included in the report
- Double check that all attachments listed in the appendix are provided as separate attachments
- Include a project introduction at the beginning of the report (including: goal(s) and objective(s) of project, brief overview of project and project name (if applicable))

## Example:

**Goal:** The goal of this project is to modernize Iowa's congregate meal program infrastructure, delivery mechanisms, and outreach to increase the number of consumers and meals served

### Objective:

1. Establishing a restaurant partnership infrastructure in the Elderbridge AAA service region
2. Developing flexible approaches to congregate meal service delivery mechanisms to target and outreach to two generations of older adults
3. Modernizing a streamlined intake process through technology use
4. Identifying seniors who may be food insecure, socially isolated, and rural and providing nutrition education

**Project Overview:** The Iowa Department on Aging in partnership with Area Agencies on Aging (AAA) received a 2020 Administration for Community Living Nutrition Innovations Grant to modernize Iowa's congregate meal program infrastructure. The Iowa Café project will transform traditional congregate meal sites to attractive restaurant partnership sites for older adults to gather and enjoy nutritious meals. This will be a mutually beneficial project for Iowa's food insecure older adults and local communities to generate economic stimulus.

- **Within question one, list project goal(s) and objectives(s). Answer the question in the context of the goal(s) and objective(s)**

**Example:**

**Goal:** Modernizing Iowa's congregate meal program infrastructure, delivery mechanisms, and outreach to increase the number of consumers and meals served.

- During the six-month reporting period, an additional two restaurants were contracted with for a total of thirteen (13) restaurants in the Elderbridge service area.
- In September 2022, the Iowa Department on Aging (IDA) received supplemental funds to expand contracting with the Northeast Iowa Area Agency on Aging (NEI3A) to identify an additional four sites in four counties (Black Hawk, Dubuque, Poweshiek, and Clayton). The contract between NEI3A and IDA was completed on November 9, 2021. NEI3A contracted with two restaurants during this reporting period.

**Objective 1:** Establishing a restaurant partnership infrastructure in the Elderbridge AAA service region

- Supporting information

- **Within question three, list the project's measurable outcomes. Answer the question in the context of the measurable outcomes**

**Example:**

**Objective 1:** Minimum of one restaurant contract in each of the twelve (12) Elderbridge AAA counties, plus an additional four (4) counties in the NEI3A service region in year two (2)

- Team is on track to accomplish this outcome in this grant year
- At this time, Elderbridge has thirteen (13) restaurant contracts in twelve (12) counties
- NEI3A has two restaurant contracts in two counties

## FAQ:

### Who is my ACL Grants Management Specialist?

The Grants Management Specialist is listed in the "People" tab/icon in GrantSolutions.

### I am unable to log in to GrantSolutions. What do I do?

Please contact the GrantSolutions Help Desk:

#### Help Desk Information

If you need additional help, the GrantSolutions help desk is available for assistance on all GrantSolutions products and services.

**Hours of Operation:** Monday through Friday 7 a.m. – 8 p.m. ET  
(closed on Federal holidays).

**Phone:** 1.866.577.0771 or 202.401.5282

**Email:** [help@grantsolutions.gov](mailto:help@grantsolutions.gov)

### Do ACL and the Resource Center need to pre-review the semiannual report prior to uploading to GrantSolutions?

No pre-review is required.

### In GrantSolutions, the compressed products (as a zip file) failed to upload. How do I upload products to GrantSolutions?

You can upload each document one at a time into the same grant note (ie., one grant note may have many attachments). More about GrantSolutions can be found [here](#) (GrantSolutions Grantee Resources) or contact the GrantSolutions Help Desk as noted above.

### Where do I need to submit my semiannual report?

Please submit the semiannual report via GrantSolutions. Please also email the report to your ACL Project Officer and TA Liaison at the Resource Center.

### Do I need a separate attachment for each appendix item?

Yes. Include a separate attachment for each project product produced during the semiannual reporting timeframe. If the titles of the documents do not provide enough information as to what the document is, please include a description within the report or appendix. Make sure attachments are readable and can be viewed, if video, for example.

### If I have been submitting attachments of project products during monthly meetings, do I also need to submit these products as attachments with the semiannual report?

Yes.