

Survivors of Torture Program  
Semi-Annual Performance Progress Report  
**Performance Narrative- A**

|                                                                                                                                                                                 |                                                                         |                                                                      |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------|----------|
|                                                                                                                                                                                 |                                                                         | Page                                                                 | of Pages |
| 1. Federal Agency and Organization Element to Which Report is Submitted                                                                                                         | 2. Federal Grant or Other Identifying Number Assigned by Federal Agency | 3. Reporting Period End Date (MM/DD/YYYY)                            |          |
| <b>Program Assessment Area I</b><br><i>In a separate document please provide a narrative for each section (be sure to include program metrics in the attached spreadsheet).</i> |                                                                         |                                                                      |          |
| <b>Item</b>                                                                                                                                                                     | <b>Activity</b>                                                         | <b>Activities, Challenges, and Successes During Reporting Period</b> |          |
| 1                                                                                                                                                                               | Core Service Provision                                                  |                                                                      |          |
| <b>Program Assessment Area II</b>                                                                                                                                               |                                                                         |                                                                      |          |
| <b>Item</b>                                                                                                                                                                     | <b>Activity</b>                                                         | <b>Activities, Challenges, and Successes During Reporting Period</b> |          |
| 2                                                                                                                                                                               | Organizational Development                                              |                                                                      |          |
| <b>Program Assessment Area III</b>                                                                                                                                              |                                                                         |                                                                      |          |
| <b>Item</b>                                                                                                                                                                     | <b>Activity</b>                                                         | <b>Activities, Challenges, and Successes During Reporting Period</b> |          |
| 3                                                                                                                                                                               | Community Engagement                                                    |                                                                      |          |

## Performance Narrative Instructions

### Schedule

Submit the original progress report to the Program Office in Grant Solutions. Reports are due 30 days after the end of the second and fourth quarters of the budget period (every six months).

A FINAL PROGRAM REPORT IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE.

| Item | Data Elements                                                                            | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <b>Awarding Federal agency and Organizational Element to Which Report is Submitted</b>   | Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub -agency within an awarding Federal agency.                                                                                                                                                                                                                                                                                                     |
| 2    | <b>Federal Grant or Other Identifying Number Assigned by the awarding Federal agency</b> | Enter the grant/award number contained in the award document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3    | <b>Reporting Period End Date</b>                                                         | Enter the ending date of the reporting period. For semi -annual and annual reports, the following calendar reporting period end dates shall be used: 4/30 and 10/30. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.                                                                                                                                                                             |
| Item | Program Assessment Areas                                                                 | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1    | <b>Core Service Provision</b>                                                            | Detail any accomplishments, achieved outputs/outcomes, and significant activities from the reporting period, as well as any challenges that impacted the delivery of services. Please describe the program's success in overcoming challenges, as well as how the program plans to address ongoing challenges in the next reporting period. <b>All core service activities should be covered in this section, including providing data on the number of individuals receiving each service.</b>                                     |
| 2    | <b>Organizational Development</b>                                                        | Describe any significant accomplishments/activities during the reporting period, such as new funding sources, partnerships, professional development activities, trainings for staff, mentorship programs, fellowships, and efforts to further integrate survivors within the organizational structure. In addition, please elaborate on achievement of outputs and outcomes. Please include any program challenges, successes in overcoming said challenges, and plans to address any ongoing issues in the next reporting period. |
| 3    | <b>Community Engagement</b>                                                              | Describe any outreach activities, events, trainings, and workshops conducted during the reporting period to increase awareness of and support for survivors of torture. List any new and ongoing partnerships or mentoring/consultations with local organizations and service providers. In addition, please elaborate on achievement of outputs and outcomes. Please include any program challenges, successes in overcoming said challenges, and plans to address any ongoing issues in the next reporting period.                |