



California
Department of
Health Services

SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

DV Policy Letter: DV 06/07-06

April 13, 2007

To: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH)/
OFFICE OF FAMILY PLANNING (OFP) BRANCH
DOMESTIC VIOLENCE (DV) GRANTEES

SUBJECT: DOMESTIC VIOLENCE PROGRAM – PROGRESS REPORT
NARRATIVE POLICY AND PROCEDURES – FY 2006-2007

The purpose of this policy letter is to notify Domestic Violence Program (DVP) grantees of a change in Mid-Year and End-Year Progress Report requirements.

DVP grantees must submit Mid-Year and End-Year Progress Reports to the Maternal, Child and Adolescent Health/Office of Family Planning (MCAH/OFP) Branch each year of the grant term. The Mid-Year Progress Report covers deliverables completed to date for July-December of each grant year. The End-Year Progress Report covers deliverables completed to date for January-June of each grant year.

Effective immediately, Mid-Year and End-Year reports must include a Progress Report Narrative. The first Progress Report Narrative should be included in the 2006-07 End-Year Report, which is due July 31, 2007. Instructions and format for the Progress Report Narrative are included in the Workplan/Progress Report template and is available at www.SafeNetwork.net.

Please retain a copy of this letter for audit and administrative review purposes. If you have any questions, please contact your Program Consultant or Contract Manager.

Sincerely,

Stephanie Roberson, MSW, Chief
Domestic Violence Program
Maternal, Child and Adolescent Health/
Office of Family Planning Branch

Enclosure: Workplan/Progress Report Template

MCAH/OFP Branch, DV Grantees

Page 2

Date: April 13, 2007

cc: Sandy Bahn, Chief
Contracts and Grants Unit
Maternal, Child and Adolescent Health/
Office of Family Planning Branch

Project Director
Fiscal Officer
Contract Manager
Program Consultant