Report Period: September-December 2019	INSTRUCTIONS:
☐ January-June 2020	This report should include all SDDT-funded activities conducted during the reporting period indicated. SDDT funded programs are required to complete a Biannual Report 2 times each year.
Organization:Report Completed By:	<ul> <li>Reports including activities in the months July through December must be submitted by close of business on the following January 15<sup>th</sup>.</li> <li>Reports including the months January through June must be submitted</li> </ul>
Phone Number:	by the following <b>July 15</b> <sup>th</sup> .
Email:	All reports must be uploaded to the project folder.

#### **I.** Employment/Job Training

For each person being paid for work or receiving training through SDDT funds, indicate their role, ethnicity, if they are a SF resident, the amount of work performed (Total Hours or FTE), salary or hourly rate, and if any form of job training was received.

Role/Position	Ethnicity	Age Group	SF Resident (Y/N)	Total Hours or FTE	Salary or hourly rate	Received job training (Y/N)

#### **II.** Activities

Summarize the activities completed during the report period. For each type of activity indicate: the number of activities for each type of activity; up to two program focus areas; number of sign-ins; number of unduplicated participants; if applicable, what success looks like (e.g. attendance requirement, referrals used, etc.) and percentage of participants (or other) meeting target; and the amount participants pay to attend (write 0 if free). An example is included in the table below.

Activity Type	Number of activities during report period	Primary Program Focus Area	Secondary Program Focus Area	# of sign- ins	# of unique participants (unduplicated)	What does success look like (i.e. attendance requirement; % referrals taken)	% of participants successfully completing activity.	How much do participants pay to attend?
Series of Cooking classes	6	Healthy Eating		136	25	Attend 5/6 classes	85	\$0.00

### [For Healthy Food Purchasing Supplement only]

a.	What was the total value of	SDDT funds issu	ued via vouch	er or other method to	support food p	urchasing?	

**b.** What was the total amount of SDDT funds spent?

### **III.** Community Reach & Participation:

Indicate the number of persons your organization reached by ethnicity and age. Do not include persons already listed above in the employment/job training section.

employment job training section.	0-5	6-18	19-24	25-64	65-75	75+	Age	Pregnant
	years	years	years	years	years	years	Unknown	women
Asian								
Chinese								
Vietnamese								
Japanese								
Filipinx								
Pacific Islander								
Black/African American								
Latinx								
Native American								
American Indian/Alaska Native								
First Nation (Canada)								
Native/Indigina from Mexico, Central or South America								
White								
Middle Eastern								
Multi-ethnic								
Unknown/ Declined to state								

**PARTICIPANT ENGATEMENT:** Describe if and how your program engages participants in the planning, implementation, and/or evaluation of the program.

### **IV.** Community Partnerships:

List any community partners you have w	orked with in the reporting period and what the nature of that partnership was.
Partner	Nature of partnership
<ul><li>V. Program and Budget:</li><li>Are you on track with spending your but</li></ul>	ndget?
January Report Only: Do you expect	to do a budget revision? Yes No
Briefly describe any <b>key</b> changes to your p	rogram, such as staff, community, location, and/or budget.

<u>VI.</u> <u>Key Accomplishments and highlights:</u> Attach a narrative description of the major activities, key accomplishments and highlights of your program during the report period. (Please attach photos, media posts, presentation slides, etc. as supplemental documents). Be Concise!
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<u>VII.</u> <u>Barriers Encountered:</u> Please describe any challenges or unanticipated issues on your program, and if applicable how you addressed them and any requests for technical assistance. (Describe areas where no progress was made or you were unable to complete an activity fully, and why. Include any steps taken to overcome challenges or resolve problems). Be Concise!
<u>VIII.</u> <u>July Report Only:</u> Please describe any potential policy, systems or environmental changes and strategies that you have identified.