BHA FY22 Annual Reporting - Award Recipient FAQs

Last updated Oct 18, 2022

Q. Is my organization required to submit an annual report if the award start date is in Q4 of FY22?

1. If the award start date is within 60 calendar days of the end of the FY, no annual report is required. Example: For FY22, if an award starts in August or September 2022, no FY22 Annual Report is required.

Q. What is the deadline for Annual Reports

1. The deadline to submit an Annual Report for FY22 is October 30, 2022.

Q. Are we not required to submit Quarterly Reports?

1. Unless specified in your award agreement, BHA does not require Quarterly Programmatic Reports.

Q. If you are new to your organization, how can you register for an ART account?

1. Please reach out to [BHA.AAMP@usaid.gov](mailto:BHA.AAMP@usaid.gov) for assistance with your organization’s AAMP/ART account.

Q. Is there a word template available anywhere for the annual report?

1. There is no Word template available for annual reports. However, please refer to our [Reporting Template for Emergency Awards](https://www.usaid.gov/sites/default/files/documents/BHA_Reporting_Template_for_Emergency_Awards_August_2021_.pdf) for guidance on report narratives.

Q. Are Semi-Annual reports for the last half of the FY (April-September) no longer required for anyone?

1. Unless your award agreement specifies a Semi-annual report for the last half of the FY (April - September), Semi-Annual reports for the last half of the FY (April - September) are no longer required, per the BHA Emergency Application Guidelines.

Q. If this is the second annual report our RFSA award is reporting on, should the indicators be pre-populated from last year?

1. For RFSA awards, award recipients may select from the list of Performance Monitoring indicators available in ART. Selection of indicators for RFSA awards is only needed once. In subsequent years, previously selected indicators, and target values, are pre-populated for RFSA awards. To officially remove an indicator as part of the activity, please reach out to your AOR to initiate the removal process.

Q. Can you please clarify the value that should be included for the "reporting period value"?

1. For Annual Reports, award recipients may enter “zero” values or the same values as entered for “FY Total Value”. “Reporting Period value” is reserved for Semi-annual reporting, or monthly reporting, if applicable.