**Notes & Things to Remember when**

**Preparing your Annual Continuation Report**

***Always refer to the “Larry Letter” for instructions***

***2024 Report Due Date: 4:30 pm EDT May 3, 2024***

[**U.S. Department of Education webinar:**](https://centersconnect.parentcenterhub.org/files/file/59-annual-performance-reports-with-the-project-officers-webinar-recordings-english-and-spanish-and-slides/) View this webinar for guidance on how to prepare and submit their annual reports/continuation reports. The webinar goes through the steps and required forms one by one, the kinds of data that Parent Centers are expected to submit, and timelines.

**Instructions for each section of the Report**

**for All Parent Centers submitting reports:**

**Cover Sheet:**

For grantees in years 2-5 of their project, the reporting period is 3/1/2023 – 2/29/2024. The Budget period is available on your GAN document, Block 6.

Report your actual budget expenditures for the ***entire previous budget period*** in item 8a. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire previous budget period.

Report your actual budget expenditures for the ***current budget period to date*** (i.e., through 30 days before the due date of this report) in item 8b. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the current budget period to date.

Item #11 – disregard this question; check “N/A”; this question does not apply to OSEP programs

Item #12a – this question asks if you are reporting complete data; because your annual performance report is due before your project is complete, check “NO”

Item #12b – indicate that complete data will be submitted 90 calendar days following the end of the project performance period (this would be 12/30/2025 for PTIs and 11/30/2026 for CPRCs)\

Must be signed by your Board President/Board Chair, so plan ahead and allow time to get this necessary signature.

**Executive Summary**

* Approximately 2 single-spaced pages
* Summarize your project’s accomplishments for the reporting period
* Organize your Executive Summary in any way that best communicates your project performance to the readers (e.g., by major project goals)
* Be honest about where you fell short, not just where you were wildly successful
* Include anecdotes to highlight these accomplishments.
* Do NOT submit your project abstract in this section.

**Section A**

Go back to your grant. How many goals did you include in your grant? Use those goals to begin to create your Section A shell. If your grant had three goals, you will have 3 Project Objectives in Section A. If your grant had four goals, you will have 4 Project Objectives.

* 1a, 2a, 3a – should always be one of the GPRA measures and you should check “Program” measure
* 1b, 2b, 3b – should always be a “project” measure that aligns to the program measures for quality, relevance, or usefulness after the statement of the program measure. For example, if 1a is “relevance”, 1b should be a relevance measure from your own project data; if 2a is “usefulness”, 2b should be a usefulness measure from your own project data, etc.
* Additional “project” measures may be included. These may be outcome measures or a combination of outcome and output measures. If you have not established targets for any of these measures, consult your Project Officer.
* **For projects in the first budget period**, if baseline data for a performance measure were not included in your approved application and targets were not set for the first budget period, then enter either the number 999 under the Raw Number column or the ratio 999/999 under the Ratio column of the Target box, depending on how your data will be reported in the future.

Use this EXACT language for the PROGRAM measures:

**Quality:**

*The percentage of materials used by projects that are deemed to be of high quality.*

**Relevance:**

*The percentage of products and services deemed to be of high relevance to educational and early intervention policy or practice.*

**Usefulness:**

*The percentage of all products and services deemed to be useful by target audiences to improve educational and early intervention policy or practice.*

**GPRA Measures and percentages for 2024 Report Submission:**

*Use this data for the PROGRAM MEASURES in Section A (your 1a, 2a, 3a)*

|  |  |  |
| --- | --- | --- |
|  | Target | Actual \* |
| Quality | 93/100 (93%) | 93.8% |
| Relevance | 93/100 (93%) | 93.8% |
| Usefulness | 93/100 (93%) | 96.9% |

*\*This data is provided by OSEP.*

After inserting language for 1a, 1b, 2a, 2b, 3a, and 3b, etc., you will need include additional performance measures that are specific to your project. You do NOT have to include a measure for every activity or services that you said you would do in your grant.

**Explanation of Progress (Including Qualitative Data and Data Collection Information)**

* Briefly provide notes on the data, how you collect the data and your analysis of the data.
* Provide brief explanation of your progress toward each measure.

**Section B - Budget Information**

This doesn’t have to be lengthy! Answer the questions in the “Larry Letter”

* Describe budget, costs, and use of funds.
	+ When there has been a change in your budget, explain the changes (e.g., moving funds from one budget line item to another)
	+ Include date of approval by project officer, if required.
* Describe any changes to your project budget
	+ resulting from modification of project activities
	+ affecting your ability to achieve approved project activities or objectives
* Describe any anticipated changes in your budget for the **next** budget period that requires prior approval from the Department.
* If you have been identified as having a Large Available Balance (LAB),
	+ Explain unexpended funds
	+ Detail encumbered costs to end of budget period, and
	+ Estimate amount ($$) and percentages of annual award (%) that will be carried over
* If funds will be carried over to the next budget period
	+ Provide estimated amount
	+ Explain why
	+ Describe plan for their use
* You may include a table of expenditures, although this is not required.

**Section C – Additional Information**

* Provide a **list of the current members of your Board of Directors**, including identifying which members are parents of children with disabilities and the members who hold an office on the Board.
* You can also use Section C to provide additional information relevant to your annual report, such as revisions to your language access plans.
* Use Section C to report any relevant aspects about your project not addressed elsewhere in your report, such as unanticipated outcomes or benefits from the project.
* You can also use Section C to provide any other appropriate information about the status of your project.

Use this section to add status Chart narrative notes that exceed character limits. Remember to label the note clearly with the measure number and letter. (This appears to replace what we formerly included in “Optional Section A”)

**Where to Download Blank Forms**[**https://www2.ed.gov/fund/grant/apply/appforms/appforms.html**](https://www2.ed.gov/fund/grant/apply/appforms/appforms.html)

|  |  |  |
| --- | --- | --- |
| **ED 524-B Form** - Grant Performance Report**(Part 1 - Cover Sheet and Summary)** | [PDF(36K)](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_cover.pdf) | [MS Word(335K)](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_cover.doc) |
| **ED 524-B Form** - Grant Performance Report**(Part 2 - Project Status)** | [PDF(42K)](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_status.pdf) | [MS Word(493K)](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_status.doc) |
| **ED 524-B Form** - Grant Performance Report**(Part 3 - Instructions)** | [PDF(61K)](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_instructions.pdf) | [MS Word(88K)](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_instructions.doc) |

*If your grant is at risk for having a large available balance, you will be notified by OSEP and asked to complete the Federal Financial Report (SF-425). Your report must describe in detail the amount of potential carryover funds, why the funds were not expended within the budget period, and your plan for expending those funds. Completion of the Federal Financial Report is only required for grants that are notified of a potential large available balance. Excessive* ***c****arryover funds may result in a reduction of continuation funds in the subsequent budget period.*

**Helpful Tips:**

* Make sure you know how to and can log into G6 (previously G5).
	+ <https://g6.ed.gov/>
	+ At the G6 homepage, you will be given the option to login using Login.gov or you can scroll down and login via G5.
	+ If you select to login via G5, you will be redirected to the G5 login screen that you have used in previous years.
* Work offline, draft your report before working in G5
* Character/Word limits only apply to Section A (4000 character limit per “explanation of progress” section)
* Save OFTEN as you work in G5
* Cover Sheet must be signed by authorized representative
* In G5, you will…
	+ Type content directly into the ED524B Cover Sheet
	+ Upload PDF file of Cover Sheet signed by your Board President/Board Chair
	+ Upload PDF file of Executive Summary
	+ Copy & paste or type text into Section A
	+ Upload PDF files for Sections B & C