Notes & Things to Remember when Preparing your Annual Continuation Report:
Always refer to the "Larry Letter" for instructions
2021 Report Due Date: May 7, 2021

To access the full APR package online: https://osepideasthatwork.org/resources-grantees/program-areas/training-and-information-parents-children-disabilities?tab=measurement

Cover Sheet:
For grantees in their first budget period, the reporting period is from October 1, 2020 through February 28, 2021 and the Budget Period is also 10/01/2020 – 02/28/2021.
The previous budget period (needed for #8a on the Cover sheet) would be marked N/A.

This information is also always available on your GAN document, Block 6.

Item #11 – disregard this question; 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 in the first year of your new grant)

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.

<u>Use this EXACT language for the PROGRAM measures:</u>

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 2021 Report Submission:
Use this data for the PROGRAM MEASURES in Section A (your 1a, 2a, 3a)

	Target	Actual
Quality	93/100 (93%)	100/100 (100%)
Relevance	93/100 (93%)	96.8/100 (97%)
Usefulness	93/100 (93%)	100/100 (100%)

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.

Section B - Budget Information

This doesn't have to be lengthy! Answer the questions in the "Larry Letter"
- Do you expect to have any unexpended funds at the end of the current budget period? If you do, explain why, provide an estimate, and indicate how you plan to use the unexpended funds (carryover) in the next budget period.
- Describe any anticipated changes in your budget for the **next** budget period that requires prior approval from the Department.

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.
- Briefly describe the COVID-19 pandemic's impact on your project's management, budget and activities.
- You can also use Section C to provide any other appropriate information about the status of your project.

Where to Download Blank Forms
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)	MS Word (335K)
ED 524-B Form - Grant Performance Report **(Part 2 - Project Status)**	PDF (42K)	MS Word (493K)
ED 524-B Form - Grant Performance Report **(Part 3 - Instructions)**	PDF (61K)	MS Word (88K)

**When you get into G5, you will ONLY need to complete the SF-425 federal financial form if you were notified by OSEP of a potential large available balance.

Helpful Tips:
- Draft your report, minimally section A, and share with your Project Officer in advance for feedback. This will help to minimize errors with your submission.
- Make sure you know how to and can log into G5.
- Work offline, draft your report before working in G5
- Character/Word limits only apply to Section A
    o Use Section A (Optional) for overflow text
- Save OFTEN as you work in G5
- Cover Sheet must be signed by authorized representative
- In G5, you will…
    o Type content directly into the ED524B Cover Sheet
    o Upload PDF file of Cover Sheet signed by your Board President/Board Chair
    o Upload PDF file of Executive Summary
    o Copy & paste or type text into Section A
    o Upload PDF file for Section A content that exceeds the character limits (optional Section A)
    o Upload PDF files for Sections B & C