

# PRESENTATION ON PREPARING ANNUAL PERFORMANCE REPORTS FOR OSEP

RECORDED JANUARY 12, 2022

IN 8 PARTS



# Agenda

- ▶ Part 1: Overview and Reminders
- ▶ Part 2: Measures and Data
- ▶ Guidance for completing APRs
  - Part 3: Coversheet
  - Part 4: Executive Summary
  - Part 5: Section A
  - Part 6: Section B
  - Part 7: Section C
- ▶ Part 8: New this year/timelines



# Part 1: Overview and Reminders

## Outcomes:

Grantees will have greater awareness of the purpose of annual performance reports.

“Annual performance reports are required in order to continue a grant into a new budget period in compliance with ED policies.”

# Reporting Requirements

## ▶ Annual reporting of project performance measures

- EDGAR (§75.253)

- “The Secretary may make a continuation award for a budget period after the first budget period of an approved multi-year project if the grantee has made substantial progress in achieving the goals and objectives of the project.”
- <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

- ED Handbook for the Discretionary Grant Process (Section 5.4.8)

- “The determining factor in awarding a continuation grant is whether the recipient has made substantial progress within the scope of the approved application in attaining the objectives of the grant as evidenced by meeting the grant’s performance measures.”
- <https://www2.ed.gov/policy/gen/leg/foia/foia-of-f-01.pdf>

# Grant Performance Report for Continuation Funding

- ▶ Dear Colleague Letter (also known as the Larry letter )
- ▶ Instructions for Submitting e-Reports
- ▶ ED 524B Instructions
- ▶ ED 524B Form

# APR Review

- ▶ Consideration is given to the grantees' performance in terms of both --
- ▶ Substantial progress toward achieving project outcomes
- ▶ Fiscal responsibility in use of federal funds



# Complete the Report Online

- ▶ Sign into G5 to report
  - Check access to G5 a week or more before report due date.
- ▶ Download Word version of 524-B Grant Performance Report.
  - Part 1 – Cover Sheet and Summary
    - [https://www2.ed.gov/fund/grant/apply/appforms/ed524b\\_cover.doc](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_cover.doc)
  - Part 2 – Project Status
    - [https://www2.ed.gov/fund/grant/apply/appforms/ed524b\\_status.doc](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_status.doc)
  - Part 3 – Instructions
    - [https://www2.ed.gov/fund/grant/apply/appforms/ed524b\\_instructions.doc](https://www2.ed.gov/fund/grant/apply/appforms/ed524b_instructions.doc)

# Submitting the Report

- ▶ Work on the shell and report in Word then cut and paste into G5.
- ▶ Use G5 to submit report online.
- ▶ **A signed signature page (Board Chair\*) must accompany the final report.** Upload and attach the scanned signed coversheet into G5.

\*Board Chair must be Certifying Official in G5.

- ▶ You cannot make late submission without OSEP approval. G5 will lock you out if the report is late.

# Resources

## ▶ Documents

- “QRU Measures for Annual Reports”
- Dear Colleague Letter

## ▶ People!

- TA
- OSEP

# Keep In Mind

- ▶ Asking questions can be more important than having answers.
- ▶ Struggling with questions is the only way to get to answers.
- ▶ Begin completing your APR as soon as possible after receiving your Package. Avoid waiting until the last minute or week prior to submission date to begin.
- ▶ Families are helped best when parent programs work on continuous improvement.

# Part 2: Measures and Data

## Outcomes:

Grantees will have a greater understanding of what is expected of them in the annual reports.

Grantees will feel more confident in completing and submitting their annual reports.

# Project Objectives

- ▶ The Project Objectives are what you are trying to accomplish and come from your grant application or subsequent revisions.  
(May be called goals in your application)
- ▶ Project Objectives should be relevant, applicable, focused, and measureable.

# Program Performance Measures

## ▶ Program Measures

- Measures are determined by the Parent Program in order to meet GPRA measures:
  - Quality
  - Relevance
  - Usefulness
- All must be mentioned at least once.
- Projects **DO NOT** report data on the Program Measures.

# Project Performance Measures

## ► Project Measures

- What you said you would do in your application or subsequent approved revisions
- Some are measures of process or outputs (e.g., number of workshops, number of attendees).
- Some are measures of outcomes (e.g. number of attendees with increased knowledge).
- Must be clear and measurable

# Project Measure Alignment

- At least one Project Measure must be aligned with each Program Measure.
- Examples are available at
  - <http://www.parentcenterhub.org/wp-content/uploads/2016/01/QRU-Measures-for-Annual-Reports-1-12-16.docx>

# The Basics on Data

- ▶ Do you have numbers?
- ▶ Do you know how to collect data?
- ▶ Are you collecting it?
- ▶ How do you report it?
- ▶ How do you use data you already have? (e.g. surveys, evaluation, and demographic data)

# Reporting Data

- ▶ Be as specific as possible about what you are counting (e.g., individual parents or families; all attendees or parent attendees; contacts or individuals served).
- ▶ Specify the source of your data (e.g., surveys, sign-in sheets, contact logs).
- ▶ If you are counting individuals, specify if the number is duplicative (i.e., you count each time a person calls as a separate contact).

# Part 3: Cover Sheet

## Outcomes:

Grantees will have a greater understanding of what is expected of them in the annual reports.

Grantees will feel more confident in completing and submitting their annual reports.

# Cover Sheet – Top



## U.S. Department of Education Grant Performance Report Cover Sheet (ED 524B)

OMB No. 1894-0003  
Exp. 07/31/2024

*Check only one box per Program Office instructions.*

Annual Performance Report  Final Performance Report

### General Information

1. PR/Award #: H328M200000  
*(Block 5 of the Grant Award Notification - 11 characters.)*

2. Grantee NCES ID#: N/A  
*(See instructions. Up to 12 characters.)*

3 Project Title: Parent Center  
*(Enter the same title as on the approved application.)*

4. Grantee Name *(Block 1 of the Grant Award Notification.)*: Organization Name

5. Grantee Address *(See instructions.)* Only needed if address has changed

6. Project Director *(See instructions.)* Name: \_\_\_\_\_ Title: \_\_\_\_\_

Ph #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Ext: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

### Reporting Period Information *(See instructions.)*

7. Reporting Period: From: 03/01/2021 To: 02/28/2022 (CONTINUING)

From: 09/01/2021 To: 02/28/2022 (NEW AWARD)



# Cover Sheet – Middle (No Rate)

## Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

### 8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period	Continuing Award: entire previous budget period (e.g., \$265,239)  New Award: leave blank	
b. Current Budget Period	Actual expenditures for budget period (e.g., 252,509)	
c. Entire Project Period (For Final Performance Reports only)		

## Indirect Cost Information (To be completed by your Business Office. See instructions.)

### 9. Indirect Costs

a. Are you claiming indirect costs under this grant?  Yes  No (When you mark "No" do not fill out B-E)

If yes, please indicate which of the following applies to your grant?

b.  The grantee has an Indirect Cost Rate Agreement approved by the Federal Government:

The period covered by the Indirect Cost Rate Agreement is from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy)

The approving Federal agency is: \_\_\_ ED \_\_\_ Other (Please specify): \_\_\_\_\_

The Indirect Cost Rate is \_\_\_\_\_%

The Type of Rate (For Final Performance Reports Only) is: \_\_\_ Provisional \_\_\_ Final \_\_\_ Other (Please specify): \_\_\_\_\_

c.  The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f).

d.  The grantee is funded under a Restricted Rate Program and is you using a restricted indirect cost rate that either:

Is included in its approved Indirect Cost Rate Agreement; or

Complies with 34 CFR 76.564(c)(2).

e.  The grantee is funded under a Training Rate Program and:

Is recovering indirect cost using 8 percent of MTDC in compliance with 34 CFR 75.562(c)(2); or

Is recovering indirect costs using its actual negotiated indirect cost rate reflected in 9(b).



# Cover Sheet – Middle (negotiated rate)

## Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

### 8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period	Continuing Award: entire previous budget period (e.g., \$265,239)  New Award: leave blank	
b. Current Budget Period	Actual expenditures for budget period (e.g., 252,509)	
c. Entire Project Period (For Final Performance Reports only)		

## Indirect Cost Information (To be completed by your Business Office. See instructions.)

### 9. Indirect Costs

a. Are you claiming indirect costs under this grant?  Yes  No

If yes, please indicate which of the following applies to your grant?

b.  The grantee has an Indirect Cost Rate Agreement approved by the Federal Government:  
 The period covered by the Indirect Cost Rate Agreement is from: 06/01/2020 to: 05/31/2022 (mm/dd/yyyy)  
 The approving Federal agency is:  ED  Other (Please specify): \_\_\_\_\_  
 The Indirect Cost Rate is 11% (Enter actual rate from your agreement. We used 11% for example)  
 The Type of Rate (For Final Performance Reports Only) is:  Provisional  Final  Other (Please specify): \_\_\_\_\_

c.  The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f).

d.  The grantee is funded under a Restricted Rate Program and is you using a restricted indirect cost rate that either:  
 Is included in its approved Indirect Cost Rate Agreement; or  
 Complies with 34 CFR 76.564(c)(2).

e.  The grantee is funded under a Training Rate Program and:  
 Is recovering indirect cost using 8 percent of MTDC in compliance with 34 CFR 75.562(c)(2); or  
 Is recovering indirect costs using its actual negotiated indirect cost rate reflected in 9(b).



# Cover Sheet – Middle (de minimus)

## Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

### 8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period	Continuing Award: entire previous budget period (e.g., \$265,239)  New Award: leave blank	
b. Current Budget Period	Actual expenditures for budget period (e.g., 252,509)	
c. Entire Project Period (For Final Performance Reports only)		

## Indirect Cost Information (To be completed by your Business Office. See instructions.)

### 9. Indirect Costs

a. Are you claiming indirect costs under this grant?  Yes  No

If yes, please indicate which of the following applies to your grant?

b.  The grantee has an Indirect Cost Rate Agreement approved by the Federal Government:

The period covered by the Indirect Cost Rate Agreement is from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy)

The approving Federal agency is: \_\_\_ED \_\_\_Other (Please specify): \_\_\_\_\_

The Indirect Cost Rate is \_\_\_\_\_%

The Type of Rate (For Final Performance Reports Only) is: \_\_\_Provisional \_\_\_Final\_\_\_ Other (Please specify):

c.  The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct

C) in compliance with 2 CFR 200.414(f).



d.  The grantee is funded under a Restricted Rate Program and is you using a restricted indirect cost rate that either:

Is included in its approved Indirect Cost Rate Agreement; or

Complies with 34 CFR 76.564(c)(2).

e.  The grantee is funded under a Training Rate Program and:

Is recovering indirect cost using 8 percent of MTDC in compliance with 34 CFR 75.562(c)(2); or

Is recovering indirect costs using its actual negotiated indirect cost rate reflected in 9(b).



# Cover Sheet – Human Subject & Data

\_\_\_ is recovering indirect costs using its actual negotiated indirect cost rate reflected in 9(b).

## **Human Subjects (Annual Institutional Review Board (IRB) Certification)** *(See instructions.)*

10. Is the annual certification of Institutional Review Board (IRB) approval attached? \_\_\_ Yes \_\_\_ No \_\_\_ N/A

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## **Data Privacy and Security Measures Certification** *(See instructions.)*

11. Is a statement affirming that you are aware of federal and state data security and student privacy regulations included, with supporting documentation attached? \_\_\_ Yes \_\_\_ No \_\_\_ N/A

# Cover Sheet - Signature

## Performance Measures Status and Certification *(See instructions.)*

### 12. Performance Measures Status *(Only check "yes" on Final Performance Report.)*

- a. Are complete data on performance measures for the current budget period included in the Project Status Chart? Yes  No
- b. If no, when will the data be available and submitted to the Department? 11/31/2026 *(Use due date of Final Report.)*

13. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-33812).

Furthermore, to the best of my knowledge and belief, all data in this performance report are true, complete, and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of data reported.

Joan Board-President

Name of Authorized Representative:

Title: Board Chair

Joan Board-President

Signature: |

Date: 04/21/2022



# Section 4: Executive Summary

## Outcomes:

Grantees will have a greater understanding of what is expected of them in the annual reports.

Grantees will feel more confident in completing and submitting their annual reports.

# Sample Executive Summary



**U.S. Department of Education**  
**Grant Performance Report Cover Sheet (ED 524B)**

OMB No. 1894-0003  
Exp. 07/31/2024

*Check only one box per Program Office instructions.*

Annual Performance Report    Final Performance Report

PR/Award # (11 characters): **H328M200000**

(See Instructions)

In no more than 1000 words (approximately 2 single-spaced pages):

- Summarize project's accomplishments for the reporting period (1 year for continuing grants or roughly 5 months for new grants).
- Organize the Executive Summary in any way that best communicates the 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.

***SAMPLE***

*State X's Parent Training Project* serves families of infants, children, and youth with all types of disabilities, youth with disabilities, and related professionals. *Parent Center* was awarded the parent training grant on October 1, 2020. The overall goal of *Parent Training Project* is to improve outcomes of children and youth with disabilities by providing information and training to parents, youth, and professionals on special education law and evidence-based research.

Parent Training Project has five major goals. This report summarizes the project's activities and accomplishments under each goal for the period of March 1, 2021 to February 28, 2022. (Remember if yours is a new award, the dates would be September 1, 2021 to February 28, 2022.)



# Sample Executive Summary - Objectives

**Goal 1: Workshops** *Parent Training Project* presented eight workshops virtually and recorded for in-demand viewing, falling short of the goal of 10 workshops. Workshop topics included “Introduction to the IEP,” Positive Behavior Interventions,” and “Transition to Adulthood.” Workshop evaluations were high with an average of 3.7 out of possible 4 points. A total of 53 youth attended the three trainings with youth-focused topics of “Understanding the nature of my disability,” Self-determination and Self-advocacy,” and “Participating in IEP meetings.”

**Goal 2: Individual Assistance** The goal of providing 1,000 parent and professionals with individual assistance via phone, email, and Zoom was exceeded. *Parent Training Project* assisted 1,628 individuals during the last year. Parent advocates also attended 10 facilitated IEP meetings and 5 mediation sessions. *Parent Training Project* strives to resolve disagreements at the lowest level possible. Parent advocates assist parents to understand their rights and responsibilities under the law so they can more effectively participate in their child’s education. An emphasis is placed on parent-professional partnerships.

**Goal 3: Outreach to Underserved Parents** *Parent Training Project* is committed to reaching underserved populations through training and individual assistance. Three of the 12 trainings presented during this reporting period were in languages other than English – 2 in Spanish and 1 in Vietnamese. A Spanish-speaking parent advocate works at *Parent Center* 3 days a week and is available to provide individual assistance via phone, email, or Zoom.

**Goal 4: Parent Professional Partnerships** *Parent Training Project* provides workshops for parents and professionals on how to communicate more effectively and better understand the others’ perspectives. *Parent Center* staff participate on 5 state and local boards and committees.

**Goal 5: Information Dissemination** *Parent Center* maintains a website for parents and professionals to stay current on special education news and research. The website received over 10,000 visits this reporting period, which is a 25% increase over last year. *Parent Center* also maintains a social media account for youth to access current information. We have 900 followers, exceeding our target of 250.

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# Part 5: Section A

## Outcomes:

Grantees will have a greater understanding of what is expected of them in the annual reports.

Grantees will feel more confident in completing and submitting their annual reports.

# Blank Status Chart

PR/Award # (11 characters): **H328M20**

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**1. Project Objective**  Check if this is a status update for the previous budget period.

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	
1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)



# Status Chart - Targets

## ▶ Target and Actual Performance Data

- Provide the target you established for meeting each performance measure
- Provide actual performance data demonstrating progress towards meeting or exceeding this target
- Only quantitative (numeric) data should be entered in the Target and Actual Performance Data boxes.

# Status Chart - Data

- ▶ The Target and Actual Performance Data boxes are each divided into three columns:
  - Raw Number
  - Ratio
  - Percentage (%)

# Status Chart – Raw Number

- ▶ Use when performance measures are stated in terms of a single number (e.g., the number of workshops that will be conducted or the number of students that will be served).
- ▶ Please leave the Ratio and Percentage (%) columns blank.

# Status Chart – Ratios and Percentages

- ▶ Use when performance measures are stated in terms of a percentage (e.g., percentage of materials deemed to be of high quality).
- ▶ Complete both the Ratio column and the Percentage (%) column.
- ▶ Please leave the Raw Number column blank.

# Status Chart – Ratios

- ▶ In the Ratio column (e.g., 99/100):
  - the numerator represents the numerical target or actual performance data (e.g., the number of materials deemed to be of high quality)
  - the denominator represents the universe (e.g., all products produced or reviewed)
  - Please enter the corresponding percentage (e.g., 99%) in the Percentage (%) column.

# Status Chart – Reminders for grants in their 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.

# Status Chart - Output Project Measures

1.a. Performance Measure	Measure Type	Quantitative Data					
Provide one-on-one support to families via phone, text, email, and in-person	PROJECT	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
		500	/		672	/	

1.b. Performance Measure	Measure Type	Quantitative Data					
Provide youth training via Zoom, Teams, or Facebook Live	PROJECT	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
		75	/		62	/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

1.a. These data are duplicative count.

1.b. We held 8 Zoom meetings, 4 of which for Spanish-speaking youth. Between 6 and 11 youth attended each training. The data are duplicative count.



# Status Chart - Outcome Project Measures



2.a. Performance Measure	Measure Type	Quantitative Data					
The percentage of parents receiving in-person support at IEP meetings who reported on a post-case conference survey that the support received helped improve communication with the school personnel.	PROJECT	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			95/100	95		90/92	98

2.b. Performance Measure	Measure Type	Quantitative Data					
Percentage of recipients of PTI training and resources who provided feedback expressed they use the knowledge acquired from the PTI in working cooperatively and collaboratively with school personnel towards their child's development, achievement, and life-long success.	PROJECT	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			70 /100	70		22/22	100



# Status Chart - Program-aligned Project Measures

3.a. Performance Measure	Measure Type	Quantitative Data					
The percentage of Parent Training and Information Center Program products and services deemed to be of high relevance to educational and early intervention policy or practice by an independent review panel of qualified experts with appropriate expertise to review the substantive content of the products or services.	PROGRAM	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			93/100	93		99 /100	99

3.b. Performance Measure	Measure Type	Quantitative Data					
The percentage of parents who report increased knowledge or understanding of the IFSP/ IEP process	PROJECT	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			80 /100	80		411/424	97



# Status Chart Narrative

- ▶ Briefly provide notes on the data and their collection and analysis.
- ▶ Examples from previous slides include:
  - 1.a. These data are duplicative count.
  - 1.b. We held 8 Zoom meetings, 4 of which for Spanish-speaking youth. Between 6 and 11 youth attended each training. The data are duplicative count.
  - 3.b. Data collected through survey given immediately following the individual assistance. The data may be duplicative counts of individuals served.

# Part 6: Section B

## Outcomes:

Grantees will have a greater understanding of what is expected of them in the annual reports.

Grantees will feel more confident in completing and submitting their annual reports.

# Budget Changes

- ▶ Describe budget, costs, and use of funds.
- ▶ When there has been a **change** in your budget
  - Indicate the changes by stating moving funds among lines; and
  - Include date of approval by project officer, if required.

# Budget Information

## SECTION B - Budget Information (See Instructions. Use as many pages as necessary.)

If applicable, describe any changes to project budget:

- Resulting from modification of project activities;
- Affecting your ability to achieve approved project activities or objectives; and
- Approved by your Project Officer and the date of approval.

If identified having potential Large Available Balance (LAB):

- Explain unexpended funds;
- Detail encumbered costs to end of budget period; and
- Estimate amount (\$) and percentage of annual award (%) of carryover.

If funds will be carried over to next budget period:

- Provide estimated amount;
- Explain why; and
- Describe plan for their use.

Optional: you may include a table of expenditures.

### Examples:

1. There have been no significant modifications to our budget this year. We do not anticipate the need to modify our budget next year.
2. We have not traveled to extent proposed in the application. The project activities have changes from in-person to virtual, but number and frequency are unchanged. The unused travel budget has been allocated to technology and professional development to enhance our capacity to participate in virtual meetings. Our project officer approved this budget change via email dated April 13, 2021.
3. Two long-time staff retired this year. We estimate approximately \$7300 unspent personnel funds resulting from the 60 days to hire new staff and the lower salary and fringe for new hires. We plan to use these funds to contract to redesign our most used resources into youth-friendly versions.

# Part 7: Section C

## Outcomes:

Grantees will have a greater understanding of what is expected of them in the annual reports.

Grantees will feel more confident in completing and submitting their annual reports.

# Section C – Other Information

- ▶ **All** reports must contain information about organization eligibility.  
(Information on Board membership showing representativeness of the community/ region/ state served and majority being parents of children with disabilities under age 26)
- ▶ Briefly **describe the COVID-19 pandemic's impact** on your project's management, budget, and activities.
- ▶ 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.*

# Section C – Example

## SECTION C - **Additional Information** (See Instructions. Use as many pages as necessary.)

*(Use this section to describe any relevant aspect of your project not covered elsewhere in the report, such as unanticipated outcomes or benefits from the project.)*

### EXAMPLE

Our language access plan was updated and presented to the Board of Directors on July 15, 2021.

The mission of our parent center is “to empower families and youth to individually and collectively advocate for improved functional and educational outcomes for children with disabilities.”

Our Board is comprised of 11 members, 7 of whom are parents of children with disabilities under the age of 26 years. Each member is appointed to serve a three-year term; a second term is allowed. After two consecutive terms, the Board member must vacate the position for, at least, one year. Officers are elected by Board members from the membership. The Board of Directors currently includes--

Name	Role(s)	Parent of CWD	Representing	Board Role	Term
Joan Doe	Parent, Gen educator	7 y.o. with CP	Western part of the state	*President	1 <sup>st</sup> term; ends 9/30/24
Amie Reye	High school administrator		Central part of state	*Vice president	2 <sup>nd</sup> term; ends 9/30/22
Donald Mi	Parent, Attorney	21 y.o. with ID	Northern part of state	*Secretary/ Treasurer	2 <sup>nd</sup> term; ends 9/30 23
Judi Fa’a	Parent. Accountant	2 v.o. with DD	Southern part of state	Member	1 st term. ends 9/30/24



# Part 8: New in 2022

## Outcomes:

Grantees will have a greater understanding of what is expected of them in the annual reports.

Grantees will feel more confident in completing and submitting their annual reports.

# CPRC Cover Sheet – Top



## U.S. Department of Education Grant Performance Report Cover Sheet (ED 524B)

OMB No. 1894-0003  
Exp. 07/31/2024

*Check only one box per Program Office instructions.*

Annual Performance Report     Final Performance Report

### General Information

1. PR/Award #: H328C210000

*(Block 5 of the Grant Award Notification - 11 characters.)*

2. Grantee NCES ID#: N/A

*(See instructions. Up to 12 characters.)*

3 Project Title: Community Parent Center

*(Enter the same title as on the approved application.)*

4. Grantee Name *(Block 1 of the Grant Award Notification.):* Organization Name

5. Grantee Address *(See instructions.)* Only needed if address has changed

6. Project Director *(See instructions.)* Name: \_\_\_\_\_ Title: \_\_\_\_\_

Ph #: (    ) \_\_\_\_\_ - \_\_\_\_\_ Ext: (    ) \_\_\_\_\_ Fax #: (    ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

### Reporting Period Information *(See instructions.)*

7. Reporting Period: From: 09/01/2021 To: 02/28/2022 (NEW AWARD)



# Timelines

- ▶ Work with your Project Officer to approve drafts by March.
  - Drafts should be Word documents.
- ▶ Submit Annual Performance Report to G5 by Date in Dear Larry Letter (usually first Friday in May).
  - Remember extensions by OSEP approval only.

**Thank you for all you do for children  
and families!**