This summary provides additional guidance about preparing your final report. Even though some of the language repeats previous directions, **please read through the directions carefully as they contain additional important information**. (See below for information about downloading the forms and instructions.)

This year, PTIs and CPRCs that have grants that ended 9/30/10 and have not been granted a no-cost extension will be submitting final reports. These instructions apply **only** to that group of PTIs and CPRCs. Final reports are due no later than 90 days after the grant ends (grants ended Sept. 30, 2010 and reports are due Dec. 31, 2010.) Projects that have been granted a no-cost time extension must send the final report no later than 90 days after the no-cost time extension ends. Please use the final report guidance that is in effect when the report is due. Centers that have been granted a no-cost extension should consult their project officer for specifics of budget and reporting periods to be covered in the final report, as well as to determine the due date for an additional annual performance report.

You must use forms ED 524B for your final report. The forms can be downloaded from the Department of Education's website, http://www.ed.gov/fund/grant/apply/appforms/appforms.html
When reading through the instruction packet, make sure to look at the sections marked "final performance report."

Cover Sheet:

- Check box for final report
- 7. Reporting Period is 3/09 to 9/30/10 (Note: This represents the **18**-month period from the end of your last continuation report.)
- 8a. Previous Budget Period are the dates covered in your last continuation report
- 8b. Current Reporting Period is 3/09 to 9/30/10
- 8c. Entire Project Period should total your funds over the 5 (PTIs) or 3 (CPRC) years of your grant
- 11a. Performance Measures Status – check "Yes"
- **Remember that the cover sheet needs to be signed by your board president, the authorized representative.** If you submit electronically, see instructions below for submitting a signed cover sheet.

Executive Summary

The Executive Summary page needs to include one narrative. The narrative should cover your **entire 3 or 5 year** grant period. This 2-3 page executive summary should provide highlights of the project's outcomes over the grant's history and the contributions the project has made to knowledge, practice, and/or policy.

Project Status Chart

Part A (Project Objectives) – In this section, you will report on how you met project objectives during the project reporting period (3/09 – 9/30/10).

- Project Objective: Enter **each project objective** that is included in your approved grant application (or approved revisions, if applicable). **Please be sure to include every projective objective or approved revision that was in your grant.** These include the measurable goals that you hoped to achieve. Only one project objective should be entered per row. Project objectives should be numbered sequentially, i.e. 1, 2, 3, etc.

- Update Box: Leave blank.
- Performance Measure: For each project objective, enter the associated performance measure, the specific activities in which you engaged to reach your objectives. There may be multiple performance measures associated with each project objective. Enter only one performance measure per row. Each performance measure that is associated with a particular project objective should be labeled alphabetically to match the objective. Example: The first performance measure associated with project objective "1" should be labeled "1.a.," the second performance measure for project objective "1" should be labeled "1.b.," etc.
- Measure Type: Enter either "Project" (those measures included in your application) or "Program." Note: Project Performance Measures represent those activities specific to your center, the results of which you are reporting to OSEP. Program performance measures represent the information that centers collect from parents concerning the use, relevance, and quality of PTI services and materials. They reflect the goals of the entire PTI program, which all centers report here and send to the National Center. (See the attached crosswalk.)
- Quantitative Data: Enter information in <u>either</u> the Raw Number boxes <u>or</u> the Ratio and Percent boxes. If your measure was simply a raw number (e.g. number of workshops), only enter numbers in the Raw Number boxes in Target and Actual Data sections. If your measure is a percentage (e.g. number of parents indicating that they better understood their rights), enter the numerical targets in the Ratio boxes in Target and Actual Data sections (e.g. 23/25) and the percentage this represents in the percent boxes in Target and Actual Data sections (e.g. 92%). If the data collected is qualitative only, or does not fit into the format of the 524B form, leave Quantitative Data boxes blank and provide an explanation in the box below, "Explanation of Progress." Note, too, that this data may seem skewed because you are reporting data and information that you collected over an 18-month period instead of an entire year.
- Explanation of Progress: For each performance measure, include information about the type of data collected, how it was collected, and if applicable how the data was used during the project period. Indicate how your performance measures data show that you have met or are making progress towards meeting the stated project objective. In your discussion, provide a brief description of your activities and accomplishments for the reporting period that are related to each project objective.

<u>Part B (Budget Information)</u> - Respond as necessary.

- Report budget expenditure data in items 8a. - 8c. of the ED 524B Cover Sheet, as applicable. Please follow the instructions for completing items 8a. - 8c. included in the attached instruction sheet.
- For budget expenditures made with Federal grant funds, you must provide an explanation if funds have not been drawn down from GAPS to pay for the budget expenditure amounts reported in items 8a. - 8c of the ED 524B Cover Sheet.
- Describe any significant changes to your budget resulting from modification of project activities.
- Describe any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives.

<u>Part C (Additional Information</u>) - Answer the following questions.

- Utilizing your evaluation results, draw conclusions about the success of the project and its impact. Describe any unanticipated outcomes or benefits from your project.

If at all possible, email your final report to Patricia Wright, patricia.wright@ed.gov with a copy to your project officer. **A signed signature page must accompany the final report**; fax a copy of the signed 524B cover sheet to 202-245-7635.

Alternately, you may send an original and one copy of the final report via mail or FedEx. In addition to the original and first copy, please send a second copy to your project officer.

Regular Mail:

U.S. Department of Education, Attn: Patricia Wright
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202

FedEx, etc:

U.S. Department of Education, Attn: Patricia Wright
Mail Stop 2550
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202