

Instructions for the Community Economic Development – Planning Grant (CED-P)
Performance Progress Report (PPR)

This PPR is designed to capture essential updates, challenges, and future plans related to a CED-P project. Please complete each section as fully and accurately as possible, providing specific details in response to each question. For each item, use clear and concise language to report progress, barriers encountered, and any assistance you may require.

Begin by filling in the “Standard Cover Information”, which includes identifying details about your organization. For the cover information, try your best to keep your responses concise and within the box provided.

The second section titled “General Project Updates” requires a response for each item. This section covers high-level information on updates & accomplishments, equity, challenges, technical assistance needs, and upcoming activities. Each of these responses has an 80-word limit. Try to keep your responses brief but complete. However, if you need more space, you can upload an additional document with your full answers.

The last section, “Activity-Specific Updates” has a series of questions for several CED-Planning activities including community & stakeholder engagement, economic development visioning, assessing local assets, identifying viable business markets, supportive services partnerships, funding opportunities of differing sources, business planning, and other activities. For this section only, you may write “N/A” in the response field for any of the activities listed that do not apply to your project during the reporting period. Each of the full-length responses has an 80-word limit. Try to keep your responses brief but complete. However, if you need more space, you can upload an additional document with your full answers. The funding responses are much shorter, and you should keep responses within the boxes provided.

These reports are essential for tracking program impact and identifying opportunities for growth. Respondents should ensure each response accurately reflects their activities and needs during this reporting period.

ACF CED-PLANNING PERFORMANCE PROGRESS REPORT

Part A: Standard Cover Information			
<i>Complete all fields</i>			
<u>Item</u>	<u>Data Elements</u>	<u>Instructions</u>	<u>Recipient Response</u>
A-01	Grant Issuing Organization	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is the sub-agency within	
A-02	Grant Number	Enter the grant/award number contained in the award document.	
A-03a	Unique Entity Identifier (UEI)	Enter the recipient organization's Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM).	
A-03b	EIN Number	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Services.	
A-04	Organization Name	Enter the name of recipient organization	
A-05	Organization Address	Enter the full address of the recipient organization, including	
A-06	Project/Grant Period	Enter the period for which your CED-Planning grant is active. Start Date: (MM/DD/YYYY)-End Date:	
A-07	Reporting Period	Enter the reporting period for this report. Reporting periods should only be one of the following: 10/1/XXXX-12/31/XXXX, 01/01/XXXX-03/31/XXXX,	
A-08	Report Type	Select the appropriate type of report. (Quarterly or final report)	
A-09	Upload supporting	Supported file formats include xls, doc, pdf, jpg/jpeg, png and ppt.	

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The public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The OMB Approval Number is 0970-0490, with an expiration date of 3/31/2026. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the PRA of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information, please contact: Jessica Hale at Jessica.hale@acf.hhs.gov.

A-10a	Certification/ Signature of Authorizing Official	<i>I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in award documents.</i>	
A-10b		Type or Printed Name and Title of Authorized Certifying Official	
A-10c		Signature of Authorized Certifying Official	
A-10d		Telephone (area code, number, and extension)	
A-10e		Email address	
A-10f		Date Report Submitted (Month, Day, Year)	
Agency use only		Grant recipients should not enter anything in this response field	

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Part B: General Project Updates			
<i>Complete all fields</i>			
<u>Item</u>	<u>Activity</u>	<u>Activity Question(s)</u>	<u>Recipient Response</u>
B-01	Updates & Accomplishments	<i>Highlight any major updates that have occurred during this reporting period.</i>	
B-02	Capacity	<i>Describe how your organization's capacity to implement a job creation project has increased (e.g., identified or secured needed funding, formed partnerships with social service providers, identified potential business development opportunities, etc.).</i>	

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B-03a	Challenges & Technical Assistance	<i>Describe any project implementation challenges or roadblocks you've faced this reporting period (e.g., staffing issues within your organization, challenges with project partners, etc.)</i>	
B-03b		<i>Describe any grant administration challenges you faced this reporting period (e.g., system access, funding drawdown, communications challenges, etc.).</i>	
B-03c		<i>Describe the kinds of support or information that would further prepare you to implement your business creation/job creation project.</i>	
B-04	Upcoming Activities	<i>Describe the key activities planned for the next reporting period.</i>	

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Part C: Activity-Specific Updates			
<i>If you did not engage in an activity in this reporting period, write N/A</i>			
Item	Activity	Activity Question(s)	Recipient Response
C-01a	Community & Stakeholder Engagement	<i>Describe your efforts to identify relevant stakeholders within the target community(ies).</i>	
C-01b		<i>Describe your efforts to engage stakeholders within the target community(ies).</i>	
C-01c		<i>List the organizations and groups (formal or informal) that you engaged to inform your project.</i>	

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C-01d	Community & Stakeholder Engagement	List any organizations and groups (formal or informal) you plan to target for future engagement.	
C-01e		Describe your efforts to obtain or expand community buy-in for planned job creation efforts.	
C-02a	Economic Development Visioning	Describe your efforts to develop a shared community economic development vision or plan for your community.	
C-02b		Describe your efforts engaging partners and stakeholders to inform your visioning documents.	

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C-02c	Economic Development Visioning	Describe how this visioning and planning will inform your job creation project.	
C-03a	Assessing Local Assets	Describe the specific existing data sources you consulted to inform your job creation project (e.g. identify market gaps and needs, identify viable industries, identify current assets, identify business development opportunities).	
C-03b		Describe your efforts to collect new data to inform your job creation effort (e.g. identify market gaps and needs, identify viable industries, identify current assets, identify business development opportunities).	
C-03c		Describe what you learned from the existing and new data sources that you analyzed and reviewed.	

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C-04a	Identifying Viable Business Markets	<i>Describe what existing studies have been identified or collected (e.g. government funded studies, regional economic outlooks published by other organizations etc.).</i>	
C-04b		<i>Describe your efforts to conduct market analyses and identify viable business development opportunities.</i>	
C-05a	Supportive Services Partnerships	<i>Describe what support services you have identified as being needed for target employees.</i>	
C-05b		<i>Describe the specific social service partners you've secured for your project to support employees in a job creation project.</i>	

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C-05c	Supportive Services Partnerships	List any partners you plan to target in the future.		
C-06a	Funding Opportunities	Describe your efforts to identify and secure funding to support your job creation project.		
C-06b		Identify any federal funding you have secured: name of funding source(s) and amount(s).	Source:	Amount:
			Source:	Amount:
			Source:	Amount:
			Source:	Amount:
C-06c		Identify any state funding you have secured: name of funding source(s) and amount(s).	Source:	Amount:
			Source:	Amount:
			Source:	Amount:
	Source:		Amount:	

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C-06d	Funding Opportunities	Identify any local funding you have secured: name of funding source(s) and amount(s).	Source:	Amount:
			Source:	Amount:
			Source:	Amount:
			Source:	Amount:
C-06e		Identify any private (philanthropic and corporate) funding you have secured: name of funding source(s) and amount(s).	Source:	Amount:
			Source:	Amount:
			Source:	Amount:
			Source:	Amount:
C-06f		Identify any funding sources you intend to pursue: name of funding source(s) and amount(s).	Source:	Amount:
			Source:	Amount:
			Source:	Amount:
			Source:	Amount:
C-07	Business Planning	Describe your efforts to develop a business plan for an identified business or economic development opportunity.		
C-08	Other Activities	Describe any other activities you accomplished this reporting period to build your capacity to implement a job creation project in your community.		

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