Cover Page

The Cover Page collects the basic information about your grant. The cover page is also where, at the end of your grant period, you will indicate the PPR being submitted is your final report. Review the information on the Cover Page. Most of the fields are pre-populated, but be sure to confirm that the pre-population information is correct. Below the sample form for the cover page shows a blank version of the form.

Sample Form: Cover Page

	Page	**of Pages**
1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number
		3b. EIN
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number

6. Project/Grant Period		7. Reporting Period End Date	8. Final Report? ☐ Yes ☐ No
Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	*(Month, Day, Year)*	9. Report Frequency ☐ annual ☐ semi-annual ☐ quarterly ☐ other *(If other, describe: _____ _____)*

10. Certification: 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 the award documents.

10a. Typed or Printed Name and Title of Authorized Certifying Official	10c. Telephone *(area code, number and extension)*
	10d. Email Address
10b. Signature of Authorized Certifying Official	10e. Date Report Submitted *(Month, Day, Year)*
	11. Agency use only

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Public reporting burden for this collection of information is estimated to average .5 hours per response, including the time for reviewing instructions, gathering, and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

OMB Clearance No.: 0970-0386

Expiration Date: XX/XX/XXXX

Instructions for Completing the Cover Page

The table below provides step-by-step instructions for completing/confirming the information on the cover page is correct.

Item	Data Elements	Instructions
1.	**Federal Agency and Organization Element to Which Report is Submitted**	This field is pre-populated. Confirm the name of the awarding Federal agency. For your CED grant, this field should read: Administration for Children and Families, Office of Community Services.
2.	**Federal Grant or Other Identifying Number Assigned by the awarding Federal agency**	This field is pre-populated. Confirm the correct grant number is listed.
3a.	**DUNS Number**	This field is pre-populated. Confirm the correct Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number is listed.
3b.	**EIN**	This field is pre-populated. Confirm the correct Employer Identification Number (EIN) provided by the Internal Revenue Service is listed.
4.	**Recipient Organization**	This field is pre-populated. Confirm the correct organization and address, including ZIP code, is listed.
5.	**Recipient Account Number or Account Number**	No information is required in this field. A Pop-up window will indicate: *This field is intentionally left blank. You will not have information for this field.*
6.	**Project/Grant Period**	This field is pre-populated. Confirm the correct project/grant period established in the award document during which Federal sponsorship begins and ends is listed.
7.	**Reporting Period End Date**	This field is pre-populated and varies by reporting period. For semi-annual reports, the following calendar quarter reporting period end dates shall be used: 3/31 and 9/30. For final PPRs, the reporting period end date shall be the end date of the project/grant period.
8.	**Final Report**	**This field is editable.** Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	**Report or Frequency**	This field is pre-populated. Reports are due semi-annually.
10a.	**Certification – Name and Title**	This field will auto-populate once report is certified.
10b.	**Certification - Signature**	**This field is not automatically populated.** The Authorized Certifying Official should electronically sign the cover page by certifying the report and using the "Click to Sign" electronic signature option in this field.
10c.	**Certification – Telephone**	This field will auto-populate once report is certified. Confirm this information is correct.
10d.	**Certification – Email**	This field will auto-populate once report is certified. Confirm this information is correct.

Item	Data Elements	Instructions
10e.	**Certification – Date**	This field will auto-populate once report is certified. Confirm this information is correct.

Form B

Form B is designed to provide a structured format to discuss your CED-funded project and address or explain any issues raised in Form A. It will primarily collect the qualitative data that OCS Program Specialists need to monitor the program. Below the sample form for Form B shows a blank version of the form.

Sample Form: Form B

		Page	of Pages
1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS	4. Reporting Period End Date
		3b. EIN	*(Month, Day, Year)*

B. Program Indicators			
(1) **Activity Number or Label**	**(2)** **Activity Description**	**(3)**	**(4)** **Explanation**
Project Description If this is the first PPR for your grant, complete an Explanation (4) for each indicator. For the following reports, provide information on any changes to the basic description of the project for each indicator. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.			
A-01	Changes in Project Strategy		
A-02	Type(s) of New Business Created		
A-03	Distinctive Characteristics of Participants		
A-04	Distinctive Characteristics of Community		
A-05	Geographic location		
A-06	Composition of Grant Recipient's Board of Directors/Board Leadership		
A-07	Public and Private Partnerships		
A-08	Will or did your organization purchase equity in a business with CED grant funds?		
A-09	Will or did your organization create a loan or revolving loan fund with CED funds?		
Highlights & Major Accomplishments Provide key successes of the project related to each indicator in this reporting period. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.			
B-01	New Business Creation		
B-02	Business Expansion		
B-03	New Job Creation		
B-04	Population Served		
B-05	Participant Recruitment		
B-06	Participant Training		
B-07	Participant Placement in Jobs		
B-08	Participant Retention		
B-09	Leveraged Funding		
B-10	Partnerships		
B-11	Filing of Notice of Federal		

	Interest (for projects involving real property only)		
B-12	Job Creation Involving Flexible Work Policies		
B-13	Other Accomplishments		

Challenges & Resolutions

Provide information on challenges that arose or were addressed related to each indicator in this reporting period. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

C-01	New Business Creation		
C-02	Business Expansion		
C-03	New Job Creation		
C-04	Population Served		
C-05	Participant Recruitment		
C-06	Participant Training		
C-07	Participant Placement in Jobs		
C-08	Participant Retention		
C-09	Leveraged Funding		
C-10	Partnerships		
C-11	Filing of Notice of Federal Interest (for projects involving real property only)		
C-12	Job Creation Involving Flexible Work Policies		
C-13	Other Challenges		

Changes

Provide information on any significant changes in the project that may impact future success and/or need to be documented. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

D-01	Planned Services		
D-02	Planned Timeline		
D-03	Planned Outcomes		
D-04	Budget		
D-05	Leveraged Funding		
D-06	Partnerships		
D-07	Staffing		
D-08	Composition of Grant Recipient's Board of Directors/Board Leadership		
D-09	In the Community		
D-10	In the Field		
D-11	Other Changes		

Instructions for Completing Form B

There are four sections to Form B. The heading items (1, 2, 3a, 3b, and 4) at the top of Form B are automatically populated with your grant information.

➢ **Project Description** – This section provides space for basic data describing the project. For your first PPR of the grant, provide an explanation of each indicator. For the remaining reports, the section will auto-populate. Only provide updates for changes to the explanations. Any change to your project description indicators must be discussed with your program specialist. Below are examples of information to include in this section for each indicator:

  o A-01 Changes in Project Strategy Description of your project strategy including if it is a business creation, business expansion, microenterprise, and self-employment

  o A-02 Type(s) of New Business Created - Microenterprise, grocery store, factory, etc.

  o A-03 Distinctive Characteristics of Participants - Demographics, need, etc.

  o A-04 Distinctive Characteristics of Community - Empowerment Zone, history, poverty level, crime rate, etc.

  o A-05 Geographic location - Urban OR Rural

  o A-06 Composition of Grant Recipient's Board of Directors/Board Leadership - President, Chief Financial Officer

  o A-07 Public and Private Partnerships - State or local TANF agency, employment agency and/or child support enforcement office, etc.

  o A-08 Will or did your organization purchase equity in a business with CED grant funds? - For this indicator, enter Yes or No. If yes, please describe the investment and the investment amount.

  o A-09 Will or did your organization create a loan or revolving loan fund with CED funds? - For this indicator, enter Yes or No: If yes, please describe.

➢ **Highlights & Major Accomplishments** – This section provides a place to document key successes in the project. The 12 specified topics in Column 2 are suggested areas where you may have experienced success. An additional line is included for accomplishments that are not covered by the 12 distinct topics. Column 4 provides an opportunity to describe accomplishments for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

➢ **Challenges (or problems) & Resolutions (or steps taken)** – This section mostly mirrors the highlights section but collects data on the challenges faced in the reporting period, and how those challenges were or will be addressed. The 12 specified topics in Column 2 are suggested areas where you may have experienced challenges. An additional line is included for challenges that are not covered by the specific topics. Column 4 provides an opportunity to describe challenges and resolutions for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

Changes – This section documents for the OCS Program Specialist any significant changes in the project that may impact future success and/or need to be documented. The 10 specified topics in Column 2 are suggested areas where you may have undergone changes. An additional line is included for changes that are not covered by the specific topics. Column 4 provides an opportunity to describe challenges and resolutions for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.