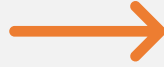


# Closing out FFY 2024

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7/23/2024

# Remaining FFY 2024 Funding



No Cost Time Extension (NCTE) Contracts will be issued during the first week of September 2024.



Any remaining FFY 2024 funding will be kept separate from the FFY 2025 contract.



An additional (5<sup>th</sup> quarter) Program Progress Report (PPR) will need to be completed if a NCTE contract is required.



# Additional PPR (5<sup>th</sup> Quarter) Instructions

# REPORTING FOR THE EXTENDED PERIOD OF THE FFY 2024 CONTRACT

## Email that DOS will send if you receive a No-Cost Time Extension (NCTE):

Because your FFY 2024 contract was extended through **12/31/24**, you will need to submit a PPR 5.

Below are the fiscal and program reporting requirements:

- **Fiscal** - The unaudited statements are due 60 days after the 12/31/24 contract period end date (no later than 3/1/25), so you can factually say the report covers the entire term (10/01/23 – 12/31/24). These **cannot** be submitted prior to 12/31/24.
- **Program** - Create a final PPR for those programs that will utilize FFY 2024 funds beyond 9/30/24. You are not required to report on the entire 2024 work plan, only those programs that operate with the remaining funds.

# REPORTING FOR THE EXTENDED PERIOD OF THE FFY 2024 CONTRACT

To create a final PPR simply **use your most recent 2024 work plan pages and delete the information in the reporting columns.** Enter ***Final PPR for period 10/1/23-12/31/24*** in the first column. See examples below. Submit the final PPR when funds are fully expended (must be submitted by 1/31/25).

Please remember that the numbers reported on the 5<sup>th</sup> PPR are to be reported on your 2025 Annual Report. Care must be given to avoid double counting outcomes for programs that are also on the FFY 2025 work plan. You may enter -0- on the FFY 2025 Q1 PPR if a program is only funded with FFY 2024 funds. Direct any questions to your assigned program analyst.

# Sample Final Report Form

		<b>ATTACHMENT C</b>				Page	4	of	21
		COMMUNITY SERVICES BLOCK GRANT							
		c2c1 Work Plan and Program Progress Report (PPR)							
		<b>FINAL PPR</b>							
Contractor	XYZ Community Action Agency - <b>FOR SAMPLE PURPOSES ONLY</b>				FFY	2024			
Budget Period	10/1/23	to	12/31/24		Contract #	C100sample			

Check One:	
<input type="checkbox"/> Work Plan	<input type="checkbox"/> Amendment
<input type="checkbox"/> PPR#1	<input type="checkbox"/> PPR #3
<input type="checkbox"/> PPR#2	<input checked="" type="checkbox"/> FINAL PPR

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C.1b Demonstrated Needs and Attachment C.1c Strategic Plan.	Families have inadequate supports to meet their needs.
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Program that addresses the need described above: Family Case Management Services

Interventions	Benchmarks or Milestones and Outcomes	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification	Annual Target	FINAL PPR for period 10/1/24 - 12/31/24	N/A	N/A	N/A	YTD Total	YTD %
Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).  200 families will receive case management services for assistance in navigating available supports and benefits to enable greater family self-sufficiency and stability.	200 families develop a Comprehensive Family Case Management Service Plan		Community Action Electronic Database will track service enrollees	200					0	0%
	200 participants receive Family Life Skills Education services	SRV 5ll	Community Action Electronic Database will track families who participate.	200					0	0%
	250 families (a minimum of 300 individuals) will receive referrals to needed community resources.	SRV 7c	Community Action Electronic Database will track referrals made.	300					0	0%
	150 individuals will be transported to community resources to meet their needs	SRV 7d	Community Action Electronic Database will track those who receive transportation.	150					0	0%
	120 families will increase skills needed for self-sufficiency	FNPI 5d	Community Action Electronic Database will track family progress on the self-sufficiency scale.	120					0	0%



Questions