HPOG
Health Profession Opportunity Grants
OFFICE OF FAMILY ASSISTANCE

Initial Information and Timelines Regarding HPOG 2.0 Closeout
Grant Closeout and No-Cost Extension Requests

Grant Closeout

ACF Office of Grants Management will begin the grant closeout process as soon as possible after the project period end date. The grant closeout process determines whether the grantee has met all requirements of the grant award. Within 90 days after the project period end date the grantee must submit a final SF-425/ Federal Financial Report (FFR), a final Performance Progress Report (PPR), and the Tangible Personal Property Form (SF-428) and the Real Property Status Report (SF-429) if applicable. The forms and instructions may be found at https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html.

The final FFR must cover the entire project period and reflect no unliquidated obligations. The grantee must ensure that any unobligated balance reported is accurate as the ACF Office of Grants Management will deobligate these funds from the grant award through an accounting adjustment to Payment Management System (PMS). Deobligation of funds is not considered an adverse action and is not subject to appeal.

Title to property, including equipment, purchased by the grantee with grant funds shall vest in the recipient in accordance with Title 45 of the Code of Federal Regulations Part 75 , Section 75.320. Therefore, the grantee may continue to use the property as long as needed. However, disposition of property acquired with Federal funds must be made in accordance to 45 CFR 75.320 and forms SF-428 and SF-429, if applicable. The grantee should consult the grantor agency for any additional disposition instructions.

Approximately 90 days before the project period end date, the grantee will receive a pre-closeout letter from the ACF Office of Grants Management listing closeout requirements and forms to be submitted. The pre-closeout letter also serves as a reminder to the grantee to begin the process of grant closeout.

When the closeout review has concluded, the ACF Grants Officer will issue a final closeout Notice of Award to the grantee. The closeout action will be transmitted to the Division of Payment Management to close that grant number (referred to in PMS as document number) from the grantee's payment account. Please be advised that ACF reserves the right to re-open a closed grant in the event of subsequent audit disallowances. Therefore, the grantee should maintain their financial records, supporting documents, statistical records, and any other pertinent records for a period of three (3) years from the date the final FFR was submitted.

Grant closeout guidance is contained in the HHS Grants Policy Statement for your reference.

Programmatic Progress Reports

The 2nd Semi-Annual PPR should contain information for the year 5 supplement and extension period. The Final PPR should contain information for the entire six-year project period. See attachments A and B for 2nd Semi-Annual PPR and Final PPR Instructions.

Approaches to Covering Administrative Closeout Costs:

(1) **Completing Final Reports Early –** Grantees may plan to submit all of their reports on or before September 30, 2021. This approach should only be taken if the grantee can complete PAGES data entry and liquidate all obligations before the end of the grant.

(2) **Covering Administrative Closeout Costs Using Indirect Cost Pool -** Grantees may cover administrative closeout costs for time spent completing final reports during the 90-day closeout period with funds from their indirect cost pool.

(3) **No-Cost Extensions ONLY for Administrative Closeout Activities –** Grantees may request a No-Cost Extension to cover administrative closeout costs during the closeout period. OFA will not recommend No-Cost Extensions for programmatic activities (e.g., case management, new trainings, etc), nor will OFA approve No-Cost Extensions beyond 3 months. No-Cost Extensions must be justified and will only be considered for the purpose of completing administrative closeout documents. It is suggested that a no-cost extension request be submitted by July 16, 2021 or at least 45 days before the project period end date. The sooner it is requested the earlier the review and potential award could take place. The request should be in the form of a letter on your organization's letterhead and emailed to Bridget Shea Westfall (bridget.sheawestfall@acf.hhs.gov) in the Office of Grants Management. The request should contain the following information:
    a. A description of the administrative closeout activities to be completed
    b. The total number of additional months needed to complete the administrative closeout activities
    c. A timeline showing when activities will be completed within the extended period

Timeline Reference through end of HPOG 2.0 Year 5 Supplement and Extension Period*

- June 10, 2021 – Evaluation/PAGES Closeout Webinar
- July 16, 2021 (suggested) – No-Cost Extension Requests Due (can be submitted earlier if desired, but no later than 45 days before the project period end date)
- September 29, 2021 – HPOG 2.0 ends; No ability to obligate funds after this date if not approved for a No-Cost Extension
- September 30 – December 30, 2021, grantees can liquidate obligations made prior to September 29, 2020
- October 30, 2021 –Year 5 Supplement and Extension 2nd Semi-Annual Performance Progress Report and SF-425/ FFR Due
- December 30, 2021 – Closeout Documents Due (reflective of the entire project period)
    - Final SF-425/ FFR
    - Final Performance Progress Report (PPR)
    - Tangible Personal Property Form (SF-428) and the Real Property Status Report (SF-429), if applicable

* These are **estimated** dates with the information that is currently available. ACF retains the right to revise these dates as necessary. As each due date and milestone approaches, ACF will try to provide reminders and additional information for report completion.

Attachment A: 2021 2nd Semi-Annual PPR Guidance and Checklist - DUE BY OCTOBER 30, 2021

Attachment B: Final PPR Guidance and Checklist - DUE BY DECEMBER 30, 2021

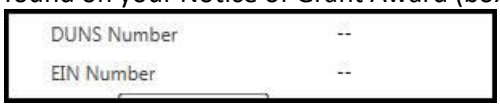
PPR Submission Checklist

DUE October 30th, 2021 – The PPR will be completed using PAGES. Grantees will complete the following information in PAGES, generate the PPR, have the Authorized Official sign and date the document, and then upload the full document to GrantSolutions as a Grant Note. Please review the directions carefully and refer to PAGES trainings and guides for specific how-to instructions for navigation and data entry.

Cover Page

Should be filled out correctly and completely:

- Most fields will populate directly from information input in PAGES from other sections. The PPR Cover Page pulls data from your Grantee Summary information in PAGES. This contains the information like Grantee Information, Address, Grant Director, and Authorized Certifying Official. "Recipient Organization" and "Authorized Certifying Official" information should all be up-to-date and match the information in the GrantSolutions Official File.
- If you notice that the information on your cover page is incorrect or not complete, please go to the Grantee Summary Page and update that information by typing in the appropriate information. On the Grantee Summary Page, areas you may need to update, are as follows:
    - <u>Grantee Information (section) – DUNS Number</u> (If you don't know it, the number can be found on your Notice of Grant Award (box 25 on the NGA) in GrantSolutions)
    - <u>Grantee Information (section) – EIN Number</u> (If you don't know it, the number can be found on your Notice of Grant Award (box 22 on the NGA) in GrantSolutions)

      (PAGES Screen shot location –update dashes)
    - <u>Grantee Information (section) - Federal Grant Number</u> (If you don't know it, the number can be found in GrantSolutions and on your Notice of Grant Award (box 3 on the NGA) in GrantSolutions) Please check the information in PAGES and, if needed, update this field to reflect the eight character Grant Number such as 90FX0078 or 90FY0025.
    - <u>Authorized Certifying Official</u> – This should be the name and contact information for your Authorized Official listed on your grant. Directly update each field by typing in the appropriate information.

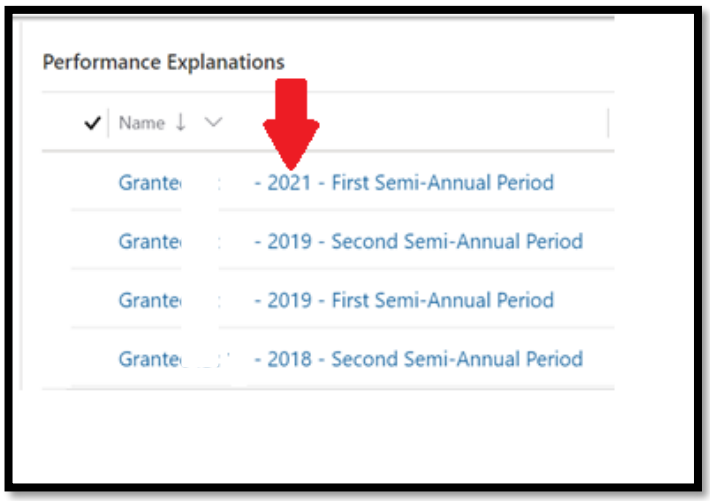
      (PAGES Screen shot location – update dashes)
- After these fields are completed, there are two boxes on the PPR Cover Page that will still be reflected as blank: Box 5 (Recipient Identifying Number or Account Number) and Box 8 (Final Report). Please leave Box 5 blank. For Box 8, after you print the PPR, use a pen to mark "No." Then have your Authorized Official sign it.

- *Authorized Official must sign and date prior to original submission*

PPR Narrative Instructions

In order to access the narratives for this PPR, grantees will navigate to the "Grantee" page and scroll to "Performance Explanations." Grantees will need to access the Performance Explanations for the "2021 – Second Semi-Annual Period."

- *If you do not see* "2021 – Second Semi-Annual Period" listed already under the Performance Explanation section, then you will select the + sign next to the list in order to add a new Performance Explanations. This will then open a Performance Explanation screen. You will then type in 2021 for the Year and select "Second Semi-Annual Period" for the Performance Period."
- *If you do see* "2021 – Second Semi-Annual Period" you should d*ouble click* on the "2021 – Second Semi-Annual Period" row already in existence (do not create a new performance explanation). This will open a new window where you will find your previously entered narratives. Please review those narratives and update the information following the directions below and reflecting any program updates.



Directions written in black are found in PAGES. OFA has provided additional guidance in red, to aid with completion. If no additional guidance is given, please provide the information as stated in the original directions. *Reminder: Narrative text will display differently based on the size of the window because it is a pop-up window. Some text may appear cut off if the window is too small. Please make sure to expand the pop-up window to ensure you can see all of the instructions.*

<u>Introduction</u> (6,000 character limit)

Use the space provided to address the following items. Please note that this information will be used to update your public-facing HPOG abstract on the website:

- Briefly restate the purpose of your grant, the service area, and the target population to be served noting the income eligibility threshold.
- List and explain the seven, five-year quantifiable projections of the program.

  Number of individuals that will be enrolled in the overall HPOG program

  Number of TANF recipients that will be enrolled

  Number of individual participants that will begin basic skills education

Number of individual participants that will complete basic skills education
Number of participants that will begin any healthcare occupational training
Number of participants that will complete any healthcare occupational training
Number of individual participants that will obtain employment in a healthcare occupation

- List the occupations for which participants will be trained/ tested/ certified for once they complete the program.
    - These will be those approved occupations found in your grant application and entered into PAGES. Grantees should update the listing if additional approvals have been given by OFA. Only approved occupations should be listed here.
- Briefly restate the supportive services provided by your program and how they are used to support participants.
    - These will be those services found in your grant application and entered into PAGES. Grantees should update the listing if additional services have been added.
- List and describe your relationship with the required partners under HPOG. Please explain the concrete steps taken with these partners: TANF, the Workforce Investment Board, and the Office of Apprenticeship. This should be updated to list specific activities undertaken in that reporting period
    - There should be a few sentences or a paragraph for ***each*** of the three partners: TANF, the Workforce Investment Board, and the Office of Apprenticeship. Each relationship must be addressed with concrete communication/ action steps listed. Stating that "no relationship exists" is not acceptable. If it does not currently exist, then the grantee should list the steps that will be taken in the next semi-annual period to create the relationship.

Obstacles (4,000 Character Limit)
Explain in the space provided any obstacles encountered in implementing the original program strategy and your actions and/or plans in dealing with them. Obstacles could include any of the following: internal problems encountered, shortcomings in the planned strategy, external changes in circumstances, difficulty in recruiting participants, or difficulty in securing contracts or MOUs.

You can also use this space, if more room is needed, to write a longer "explanation of variance" for individual indicators.

Proposed Changes (4,000 Character Limit)
Describe all changes that you have made to your program plan. This includes changes in strategy, staffing, population served, partner organizations, timing of plan implementation, number of clients served, etc.

Technical Assistance (4,000 Character Limit)
List the action steps developed from the TA visit earlier in the year. If strategies have been adopted as a result of technical assistance, please explain those and any specific outcomes.

- Grantees should provide the action steps or strategies adopted from TA received at the Annual Meeting or Roundtables, directly from Program Specialists, or from other TA events such as site visits.
- Please choose at least one technical assistance event from which action steps were created and outcomes can be noted.

Dissemination Activities (4,000 Character Limit)

List and briefly describe any media clips or other published material considered relevant to the project activities in this period. This could include flyers, websites for the program, press releases, etc. Please group materials according to the target audience (eg. participants, employers, professional community, general public, etc.) of the materials and provide the name of the publication or media outlet if relevant. NOTE: All materials listed should have prior approval from the OFA program staff and be posted as a Grant Note before circulation to the general public.

- Listed media clips or other published materials should have OFA Program Specialist approval and be posted to GrantSolutions. If they have not been approved by the OFA Program Specialist, the documents should be attached with the PPR to seek approval.

Significant Findings and Events (12,000 Character Limit)

April PPR: Provide an anecdotal description of a client who has been served effectively and who might be a model participant of the HPOG program. Describe the history, "aha moment," anecdotal evidence, and transformation as laid out in the Grantee PPR Significant Findings Guide posted in the FAQ section of the HPOG website. Please separate the success story by paragraphs, each corresponding to the section of the guide.

October PPR: This section is not required and does not need to be completed.

Evaluation (4,000 Character Limit)

Briefly describe any third-party evaluation updates or activities undertaken during the reporting period. Programs can also provide a brief update on the Federal evaluation activities underway.

Participant Activity and Service Data

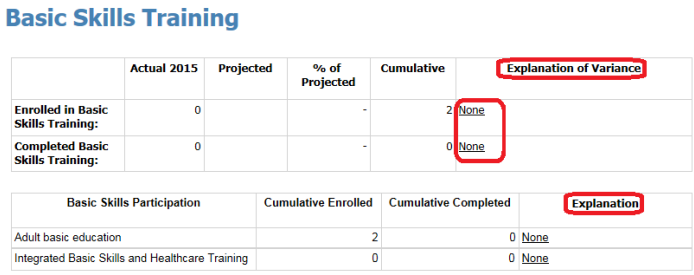
- The listing of activities and services will be generated from the grantee level data completed in PAGES (that was uploaded from the grantee templates or updated directly in the system since then). Actual Service numbers will be automatically generated from individual records, services, and trainings in PAGES.

Using Explanation of Variance or Explanations

- When to complete:
  - For this second semi-annual report, we have finished the program year, so we expect programs to have met the annual goals. If programs did not meet the respective annual goal (anything below 100%), then the Explanation of Variance column should be used for that indicator to explain the reason for missing the goal. We ask grantees to truly reflect on this and provide detail. If more space is needed, please use the obstacles narrative in the Performance Explanation section of the PPR.
    - This applies to the grantee's seven main goals (FY Enrollment, FY TANF Enrollment, Basic Skills Training, Completed Basic Skills Training, Healthcare Trainings, Healthcare Training Completions, and FY First-time Employed in Healthcare Occupation).

- For other indicators, there may not be a corresponding projection, but there is a column for Explanation or Explanation of Variance. In these locations, a program may want to note something specific about an occupational training (that it will be starting in October 2021), the number of people receiving a certain supportive service (maybe larger or smaller than anticipated), or about certain outcomes.

- Grantees can edit/update the Explanations of Variance or Explanations directly in the PPR –but there is a character limit. Once a grantee runs the PPR, look for the columns in each section titled "Explanation" or "Explanation of Variance." Then, find the explanation you would like to edit and select "None."

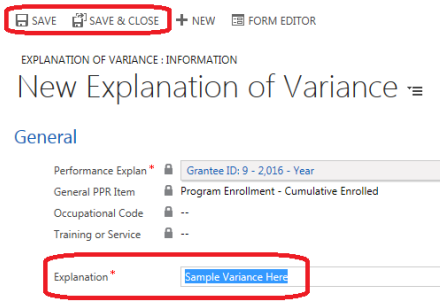


Basic Skills Training

	Actual 2015	Projected	% of Projected	Cumulative	Explanation of Variance
Enrolled in Basic Skills Training:	0		-	2	None
Completed Basic Skills Training:	0		-	0	None

Basic Skills Participation	Cumulative Enrolled	Cumulative Completed	Explanation
Adult basic education	2	0	None
Integrated Basic Skills and Healthcare Training	0	0	None

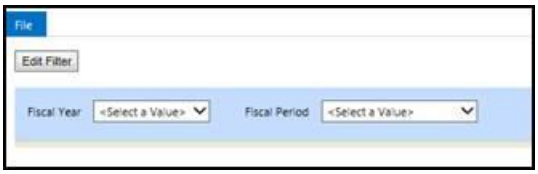
- This will open a separate pop-up screen where you can enter your explanation in the "Explanation" field. Then click "Save and Close" to return to the PPR.



- Refresh your PPR to see the explanation you entered appear on the PPR.
- You will follow this same process for each explanation needed.

How to Submit the PPR in GrantSolutions as a Grant Note

- **Running the PPR:** In PAGES, the grantee can only run the PPR from the main Grantee page. Grantees will click the small three-dot button at the top in the menu options, then select "Run Report" and then "Performance Progress Report." A window will pop up (see screen shot below) and you will then select Fiscal Year "2021" and Fiscal Period "Second Semi-Annual Period." Then select "View Report." You can then page through the PPR to view projections, explanations, etc.



- **Printing PPR:** Once you view the report, the system may reflect a print button on the same PPR window. A grantee can print directly from here. If a grantee does not have a print button, you can generate a PDF and then print from Adobe. To avoid cutting off information, please print using the landscape option.

- Once the PPR is printed, double check that the report printed correctly (information is legible, the print does not run off the page, etc.) and includes all needed information, including the updates to the cover page.
- Have your Authorized Official sign and date the PPR cover page.
- Scan the full PPR, with the signed cover page.
- **DUE October 30th, 2021** - Upload the scanned copy of the PPR (with any supporting documents, such as the ACF waiver linked above) into GrantSolutions as a Grant Note entitled *PPR Q4 2021 Proposed*

Addendum: Updating Service Narratives

- If needed or instructed to do so, grantees are able to update the service narrative for "Other Training and Supportive Services." If the grantee added services between now and the last PPR, the grantee should ensure that the service narrative is complete/ accurate and matches the PAGES definition for that service.
- The grantee manager should go to the "Grantee" page that has the general grant information and all available trainings and services. Then, under the "Training and Services" section, you can find the training or service with the narrative in question. *Double click* the service line to open the activity (do not select the blue hyperlink), and you will then see the "narrative" field on the screen. You can edit it and then click "Save and Close" to return to the grantee page. Here is a screenshot of these steps:

Find the activity:

Edit the Narrative and click "Save" or "Save and Close":

Guidance for Preparing the Final PPR

A Final PPR covering activities from 09/30/2015 through 09/29/2021 must be submitted to OFA no later than **December 30, 2021** using PAGES. This report is similar to the semi-annual PPRs but with additional information and accessed in a slightly different way. This document provides guidance on how to enter the necessary information and run the report. Screenshots in this document show fake sample data.

1. Final PPR Contents

- **Cover Page.** Grantee identity, reporting period, contact information, relevant dates, and required signatures.
- **Performance Indicator Explanations.** Narrative sections about overall program experience.
- **Participant Status and Enrollment.** Overview of current status of all enrolled participants in your program as well as enrollment metrics.
- **Basic Skills and Healthcare Training.** Summary statistics and charts of Basic Skills and Healthcare Training enrollment and completion.
- **Employment.** Summary statistics of participant employment, healthcare employment, average wages, and wages by occupation.
- **All Other Training and Supports.** Summary statistics and charts of all other trainings and support receipt.

Definitions of all the calculated PPR metrics are available in the document "Understanding the PPR Metrics" available on the Welcome Page in PAGES under Document Resources.

You will fill out four types of information for the Final PPR. Instructions for completing each section are included below.

- **Performance Projections.** The cumulative projections were established by grantees in the original grant proposals for all seven performance metrics including overall enrollment, TANF enrollment, first-time employment completion, basic skills enrollment, basic skills completions, healthcare training enrollment, and healthcare training completion. You have already entered the first three cumulative projections into PAGES. The additional last four need to be entered for the Final PPR.
- **Performance Indicator Explanations.** These are narrative fields where you will record stories, experiences, and lessons learned during HPOG.
- **Explanations of Variance.** These are text fields where you will describe and explain differences between your projections and the actual participant numbers achieved.

- **Explanations.** These are text fields where you can enter information about PPR metrics for which there is no required projection. Entering information in these fields is not required.

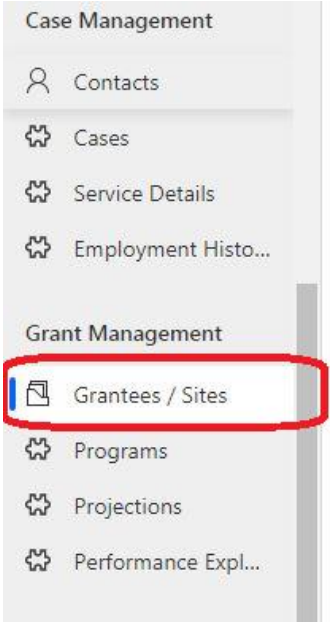
2. Entering Performance Projections

The first step in preparing the Final PPR is entering your four Cumulative Performance Projections that have not already been entered into PAGES. These are:

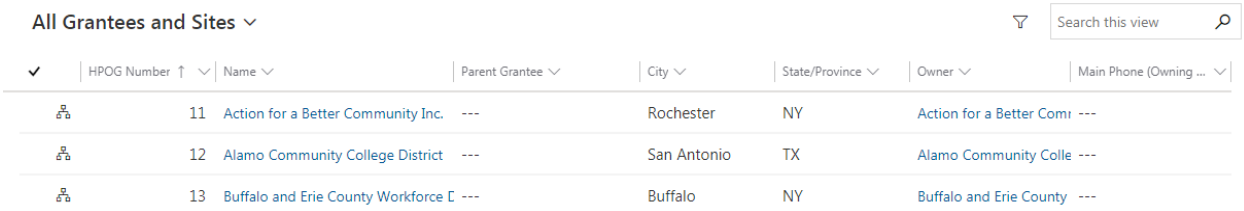
- Cumulative Healthcare Trainings
- Cumulative Healthcare Training Completions
- Cumulative Enrolled in Basic Skills Training
- Cumulative Completed Basic Skills Training

These are the approved cumulative projections that were established in the original grant proposals and have not changed. Only a user with a grantee manager account can enter these data. All seven cumulative Performance Projections will appear in the Final PPR.

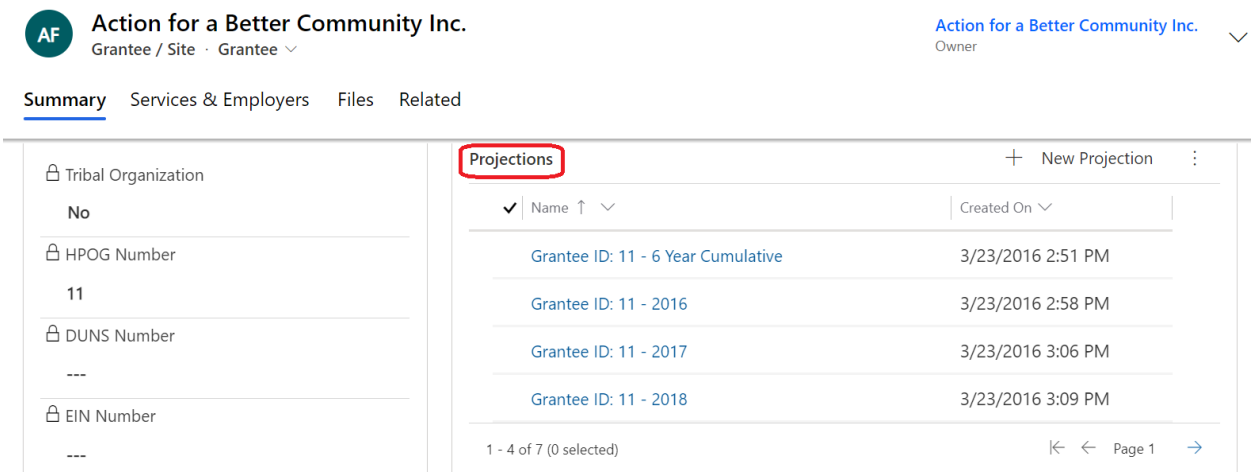
First, from anywhere in PAGES find the navigation column section titled "Grant Management" and click "Grantees / Sites:"



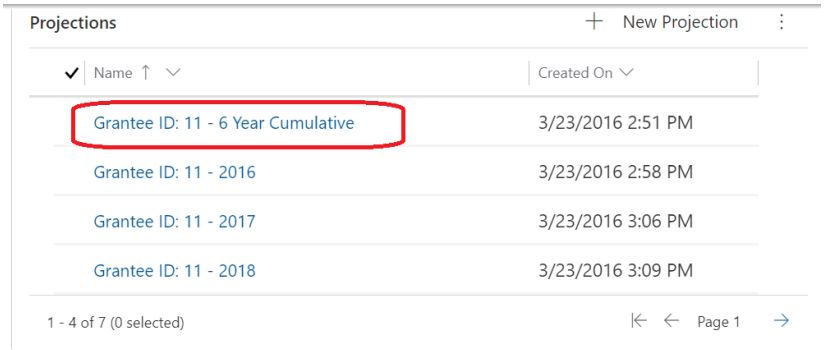
Do not click on "Projections," as the Projections you are looking for are found on the Grantees / Sites tab. Find your Grantee organization under the column titled "Name" on the Grantees / Sites tab and double click on it to go to the Grantee page. Your Sites (if you have any) will be listed below as well – click on your Grant Program, do not click on an individual site. The main Grantees will be found from numbers 11 through 42.



After double clicking on your own Grantee organization you will be on the Grantee screen of PAGES. Look for the section labeled "Projections" on the lower half of the screen.

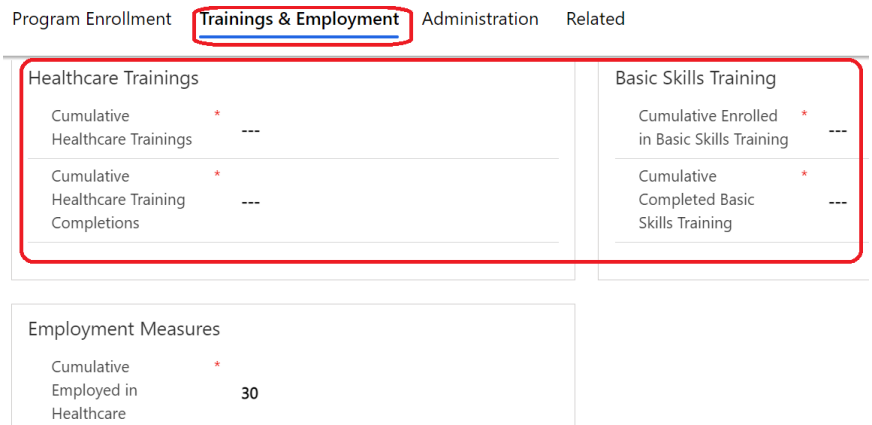


In order to enter your projections you should click on the Cumulative projection which already exists on your Grantee page:



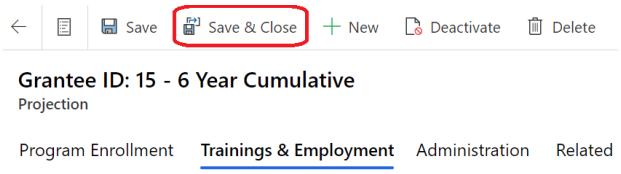
You will be taken to the "6-Year Cumulative" Projections page. Under the "Trainings & Employment" header you will see four Cumulative Projections you need to enter. They are:

- Cumulative Healthcare Trainings
- Cumulative Healthcare Training Completions
- Cumulative Enrolled in Basic Skills Training
- Cumulative Completed Basic Skills Training



Enter numerical values for each category. The projections are the same cumulative projections from the original grant proposal and have not changed.

After entering your Cumulative Final PPR projections into the corresponding fields, click on "Save and Close" to finish updating your Projections for the Final PPR. You may also click "Save" at any time to save projections you have entered.



You will be returned to your Grantee screen with your Projection saved in the Projections list. Should you need to edit a projection, please return to the Projections list on your Grantee screen and double click on a projection to open it and edit it.

3. Describing Program Performance in the Final PPR

For the Final PPR, you will enter into PAGES descriptive information about your program for the grant period, known as Performance Indicator Explanations. There are five sections for you to provide information about your program. These are:

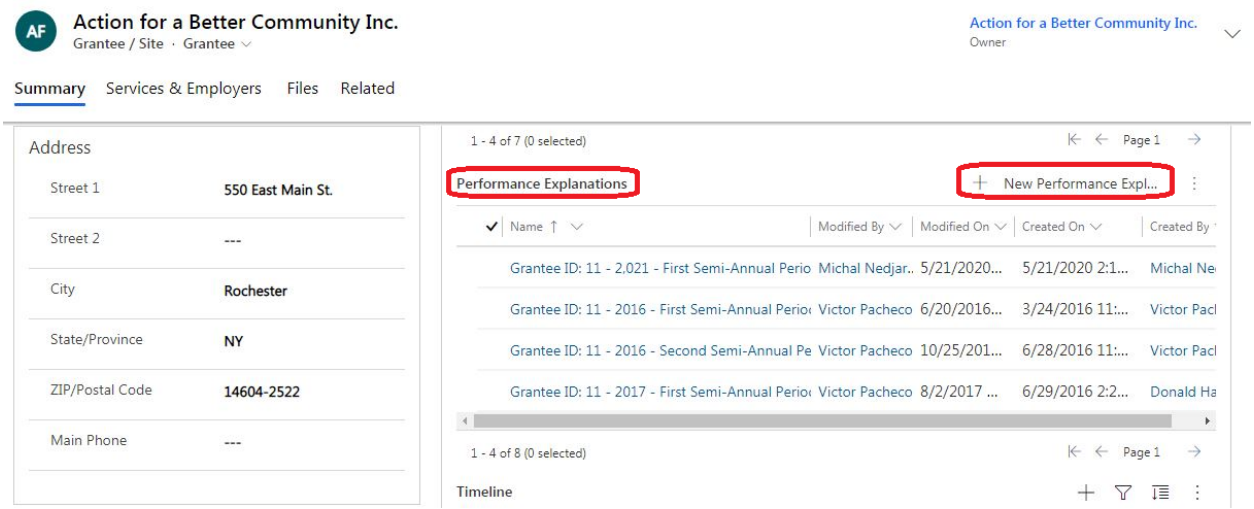
- Introduction: Use the space provided to address the following items. Please note that this information will be used to update your public-facing HPOG abstract on the website:
    - Briefly restate the purpose of your grant, the service area, and the target population to be served noting the income eligibility threshold.
    - List and explain the seven, five-year quantifiable projections of the program.
        - Number of individuals that will be enrolled in the overall HPOG program
        - Number of TANF recipients that will be enrolled
        - Number of individual participants that will begin basic skills education
        - Number of individual participants that will complete basic skills education

        - Number of participants that will begin any healthcare occupational training
        - Number of participants that will complete any healthcare occupational training
        - Number of individual participants that will obtain employment in a healthcare occupation
    - List the occupations for which participants will be trained/ tested/ certified for once they complete the program.
        - These will be those approved occupations found in your grant application and entered into PAGES. Grantees should update the listing if additional approvals have been given by OFA. Only approved occupations should be listed here.
    - Briefly restate the supportive services provided by your program and how they are used to support participants.
        - These will be those services found in your grant application and entered into PAGES. Grantees should update the listing if additional services have been added.
    - List and describe your relationship with the required partners under HPOG. Please explain the concrete steps taken with these partners: TANF, the Workforce Investment Board, and the Office of Apprenticeship. This should be updated to list specific activities undertaken in that reporting period
        - There should be a few sentences or a paragraph for ***each*** of the three partners: TANF, the Workforce Investment Board, and the Office of Apprenticeship. Each relationship must be addressed with a summary of actions and outcomes over the course of the grant project.
- <u>Challenges and Lessons Learned</u>
    - Please reflect over the last five years of the grant project. What were the grant program's biggest lessons learned? What worked well? What were the grant program's biggest challenges? Please list and explain the context for each.
    - What would you want individuals to know who are reading this final report that is not reflected in the PPR and your explanations of variance?
- <u>Other Activities</u>
    - Please explain your program's progress with establishing and using career pathways in HPOG. How did you create on-ramps to make career pathways accessible to more people? How were participants in your program advised of career pathways and the options that exist for continued education?
- <u>Significant Findings and Events</u>
    - NOTE: For the success story, a signed/dated ACF waiver from the client must be uploaded with the PPR and a corresponding photo of the participant is encouraged.

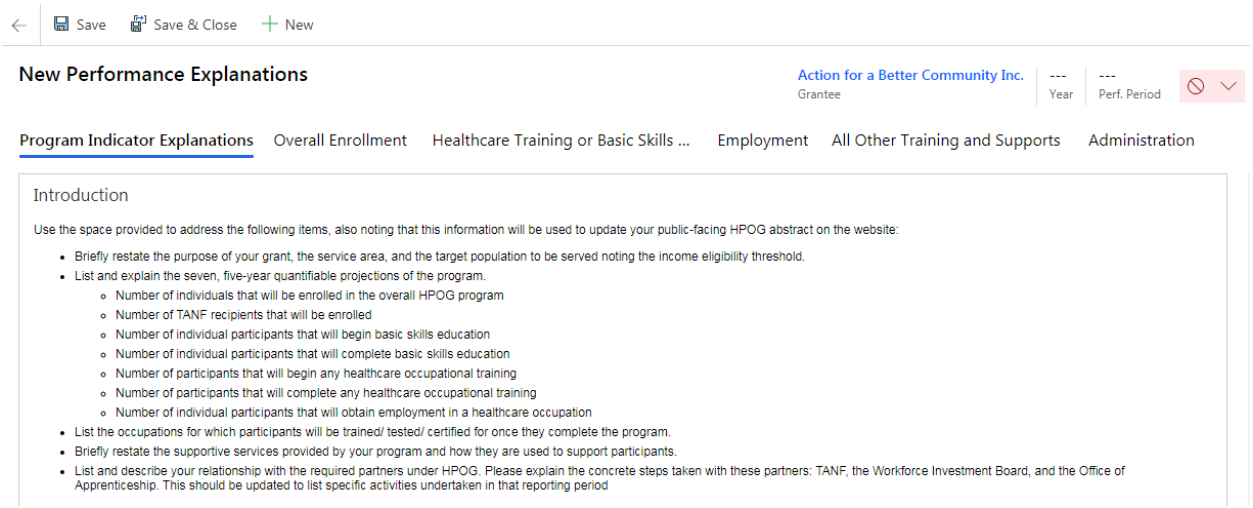
- See the Success Story/ Promising Practice Guide for more information on providing a success story in this section. Think about a participant from the last five years whose journey encapsulates your HPOG program, for example, someone who advanced through multiple steps along the career pathway. Please describe how he or she was recruited, the circumstances of his or her life at the time of recruitment, and how program interventions led to different circumstances for that person (taking classes, completing training, obtaining employment, etc.).
- You may submit a previously submitted story if you consider it to be the best example of your program. If you choose to use a previous submission, you must provide a current status update on the grantee.

- Evaluation (if you have local, third-party evaluations)
  - Briefly describe any third-party evaluation updates or activities undertaken during the reporting period. Programs can also provide a brief update on the Federal evaluation activities underway.
    - Complete this section following the given directions above and in PAGES.

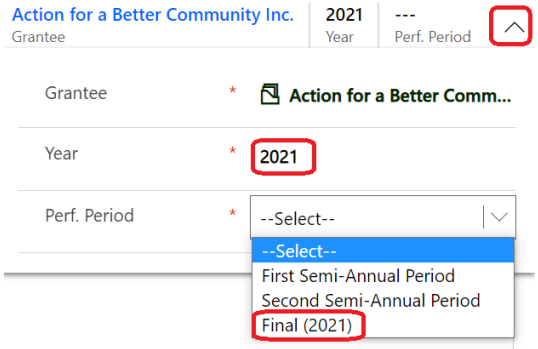
There are detailed instructions displayed next to each Performance Indicator in PAGES for what to include in each of these sections. The "Performance Explanations" section of PAGES is where you add Final PPR Performance Explanations. To find that section, scroll down below the Projections section on the Grantee screen:



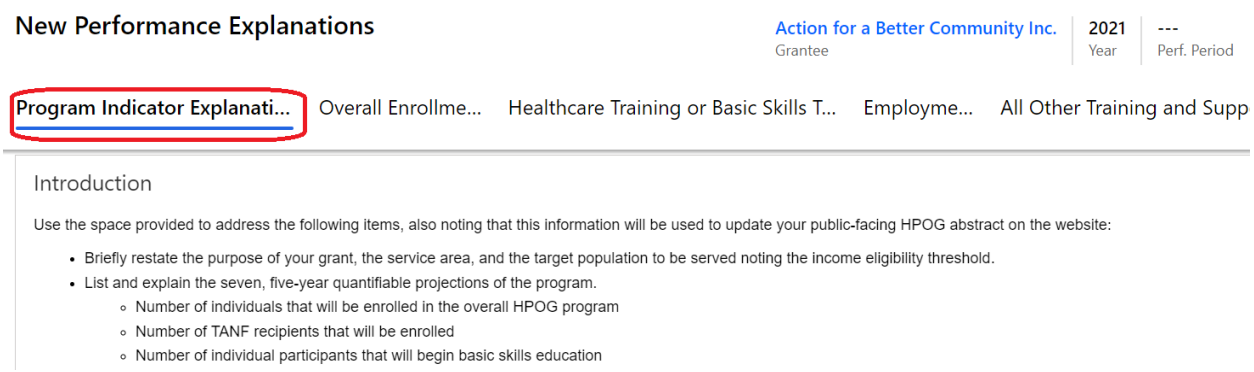
Click "+ New Performance Explanation" in order to add a new Performance Explanation. This will open a New Performance Explanations screen:



Click the down arrow to the right of "Perf. Period" at the top right, and a dropdown will appear. Enter "2021" in the "Year" field. Next click the down arrow next to "Perf. Period," which will display a dropdown menu where you should select the third option of "Final (2021)":



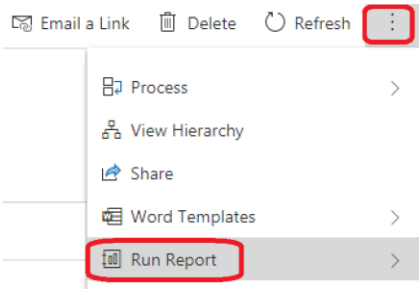
Read the instructions regarding each Performance Indicator Explanation section and then click on the text field boxes to enter your information. Click on "Save" to save any changes that you have made to your explanation text. You will only need to fill out the data under the "Program Indicator Explanations" header – **please do <u>not</u> click on the "Overall Enrollment," "Healthcare Training or Basic Skills," "Employment," or "All Other Training and Supports" headers.**



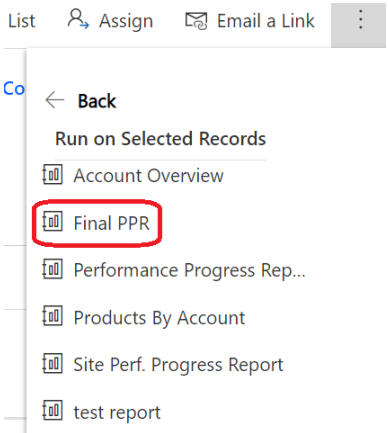
4. Running the Final PPR and Viewing Metrics

You will run the Final PPR from your Grantee page, and it will not work if you run it from any other location (such as from a Site page). The Projections and Performance Indicator Explanations from the previous sections will populate and be displayed on the Final PPR.

Click the small three-dot button at the top in the menu of options.

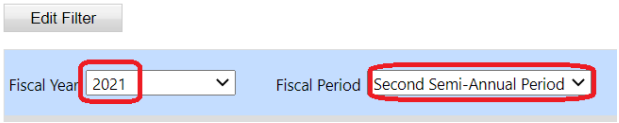


Click "Run Report" in the dropdown menu, and then click "Final PPR" in the sub-menu that appears.

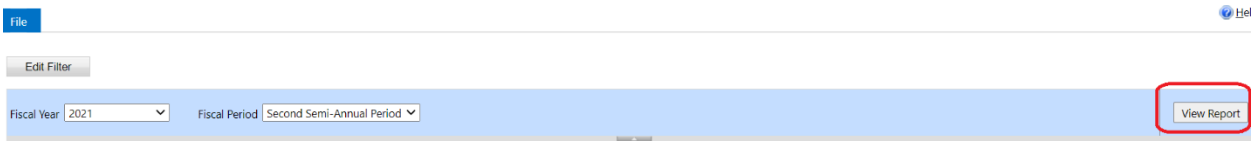


Once you click "Final PPR" a new window will appear that allows you to pick the Fiscal Year and Fiscal Period for the PPR. There will be only one set of options under Fiscal Year and Fiscal Period, the values of "2021" and "Second Semi-Annual Period." Although these options match

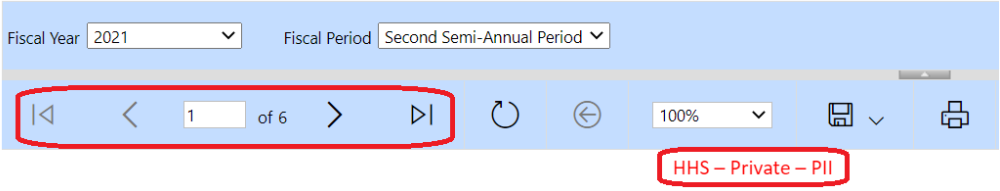
those chosen for your Second Semi-Annual Period PPR, this will correctly generate your FINAL PPR submission.



Click on "View Report" to run the Final PPR. Every time you run the Final PPR it will update to include all data that have been entered and changes that have been saved to the system.



Once you click "View Report" the Final PPR will automatically display. Click the left and right arrows to move through the pages of the report:



HHS-Private-PII means this report contains private information that can personally identify individuals and appropriate data security precautions should be taken.

Information on this first page (such as contact information and grant ID number) is populated automatically from information already entered into PAGES. This information can be edited from the Grantee page. Projections will automatically be populated based on what you have entered into PAGES. If you see a "-" in the projected column you are not required to make projections for that metric. Under 6., the date range of the Final PPR will be 09/30/2015 to 09/29/2021.

Fiscal Year 2021 Fiscal Period Second Semi-Annual Period

1 of 6 100% Find | Next

Action for a Better Community Inc.

Page 1 of 6

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
HHS Administration for Children and Families	90FX0055	
		3b.EIN
4.Recipient Organization (Name and complete address including zip code)		5.Recipient Identifying Number or Account Number
Action for a Better Community Inc. 550 East Main St. Rochester, NY 14604-2522		
6.Project/Grant Period Start Date: (Month, Day, Year) 09/30/2015 End Date: (Month, Day, Year) 09/29/2021	7.Reporting Period End Date (Month, Day, Year) 9/29/2021	8. Final Report? ☐ Yes ☐ No 9. Report Frequency ☐ annual ☐ semi-annual

Under 9. Report Frequency, "final" will be displayed and checked:

9. Report Frequency

☐ annual ☐ semi-annual

☐ quarterly ☒ final

4.1. NARRATIVE SECTION

The second page will display all the Performance Indicator Explanations that you have entered. If you have not entered any, it will be blank. The length of this section will depend on the length of your descriptions and it may span several pages. This information is added from the Performance Indicator Explanation section described earlier.

Fiscal Year 2021 Fiscal Period Second Semi-Annual Period

2 of 6 100% Find | Next

HHS Administration for Children and Families	90FX0055	3b.EIN	9/29/2021

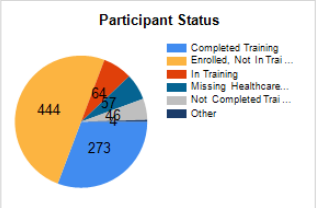
(1) Item	(2) Activity Description	(3) Indicator	(4) Explanation
B-01	**Introduction**		Introduction A
B-02	**Challenges & Lessons Learned**		Challenges & Obstacles Challenges & Obstacles
B-03	**Proposed Changes**		(N/A)
B-04	**Technical Assistance**		(N/A)

4.2. PARTICIPANT STATUS AND ENROLLMENT

This section displays current Participant Status for all participants who have enrolled in your program and actual and projected Program Enrollment for your program. This is the "big picture" of your grantee organization's progress in HPOG.

Participant Status & Enrollment

Participant Status	Current	% of Cumulative Enrollment
Enrolled, has not Started Healthcare Training:	444	50.23%
In Healthcare Training:	64	7.24%
Missing Healthcare Training Progress Data:	57	6.45%
Completed Most Recent Healthcare Training:	273	30.88%
Not Completed Most Recent Healthcare Training:	46	5.20%



Program Enrollment	Actual	Projected	% of Projected	Explanation of Variance
Cumulative Enrolled:	888	1500	59.20%	None
FY 2018 Enrollment:	253	390	64.87%	None
Cumulative TANF Enrolled:	342	375	91.20%	None
FY 2018 TANF Enrollment:	50	78	64.10%	None

4.3. BASIC SKILLS TRAINING AND HEALTHCARE TRAINING

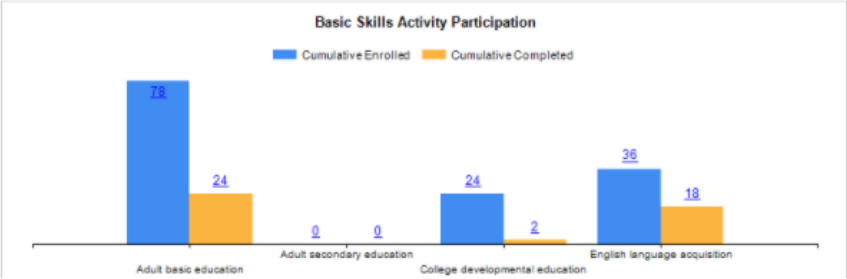
The third section displays all the Basic Skills Training and Healthcare Training numbers for your program, along with any Explanations of Variance you have entered. (The section "Explaining PPR Metrics," below explains how to enter explanations of variance.) There will also be graphs to help you visualize the numbers. The Final PPR will **automatically** only list trainings, services, and activities that your program offers (as populated from your uploaded templates and additional manual entries).

Basic Skills Training

	Actual FY 2021	Cumulative Projected	% of Projected	Cumulative Actual	Explanation of Variance
Enrolled in Basic Skills Training:	2	350	48.57%	170	None
Completed Basic Skills Training:	0	425	14.35%	61	None

Basic Skills Participation	Cumulative Enrolled	Cumulative Completed	Explanation
Adult basic education	78	24	None
Adult secondary education	0	0	None
College developmental education	24	2	None
English language acquisition	36	18	None

Integrated Basic Skills Participation	Cumulative Enrolled	Cumulative Completed	Explanation
Integrated Basic Skills and Healthcare Training	44	21	None



Healthcare Training Participation

Occupational Code	Cumulative Enrolled	Cumulative Completed	Explanation
11-9111 Medical and Health Services Managers	3	1	None
21-1011 Substance Abuse and Behavioral Disorder Counselors	1	0	None
21-1094 Community Health Workers	15	9	None
27-3091 Interpreters and Translators	8	7	None
29-1060 Physicians and Surgeons	1	0	None
29-1123 Physical Therapist	1	0	None
29-1141 Registered Nurses	38	0	None
29-2012 Medical and Clinical Laboratory Technicians, Other	7	0	None
29-2021 Dental Hygienists	2	0	None

4.4. EMPLOYMENT

The fourth section displays all the Employment outcomes (including cumulative employment, average wages, and employment by occupation). This section only includes new employments and promotions since enrollment in HPOG (after Intake).

Employment

	Actual	Projected	% of Projected	Explanation of Variance
FY 2018 First-time Employed in Healthcare Occupation:	98	293	33%	None
Cumulative Employment Measures				
Cumulative Employed in Healthcare Occupation:	194	1050	18%	None
Average Wage Healthcare Occupation:	$12.53	-	-	None
Cumulative Employed in Healthcare in Quarter after Training:	105	-	-	None
Cumulative Employed in Any Occupation:	200	-	-	None
Average Wage Any Occupation:	$12.54	-	-	None
Average Wage Increase from Intake, All Occupations:	($10.99)	-	-	None

Cumulative Healthcare Employment, by Occupation

Occupational Title	Employment	Avg Wage	Explanation
11-9111 Medical and Health Services Managers	1	$13.00	None
11-9111.03 Medical Staff Services Technology/Technician	3	$13.00	None

4.5. ALL OTHER TRAINING AND SUPPORTS

The last section of the Final PPR will display metrics for participation in other skill development activities, work-based learning opportunities, and receipt of supportive services.

Action for a Better Community Inc.

Page 6 of 6

All Other Training and Supports

Academic Supports

Activity	Service Narrative	Participation FY 2021	Cumulative Participation	Explanation
Peer support	something	0	0	None
Mentoring	Participants receiving peer support in any 6 months period	0	530	None
Training-related costs assistance (other than tuition)	Training-related costs assistance (other than tuition)	2	86	None

5. Explaining PPR Metrics

Within the Final PPR, you can enter text that provides an explanation of the numbers for each of the metrics. Explanations of Variance allow you to explain why an actual number varies from your projection. .If programs did not meet the Cumulative Projection (anything below 100%), then the Explanation of Variance column should be used to explain the reason for missing the goal. We ask grantees to truly reflect on this and provide detail. After you have run the Final PPR you can enter Explanations of Variance and Explanations.

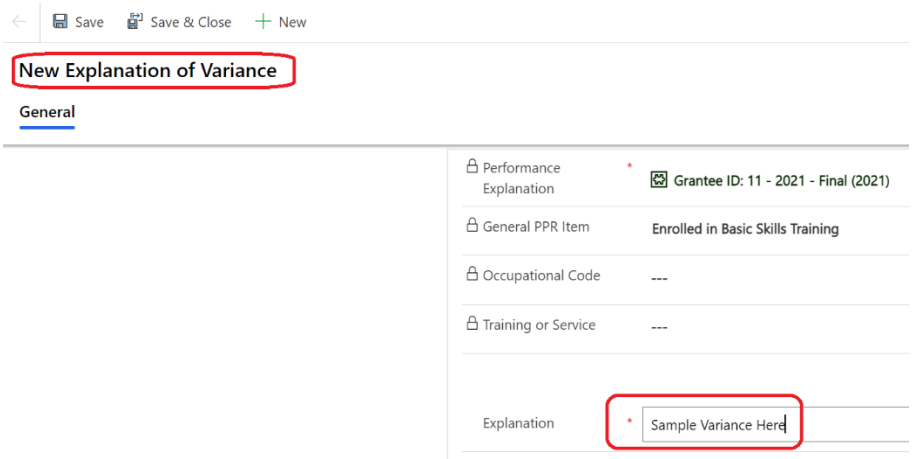
To enter the explanations, on the Final PPR look for the columns in each section titled "Explanation of Variance" and "Explanation":

Basic Skills Training

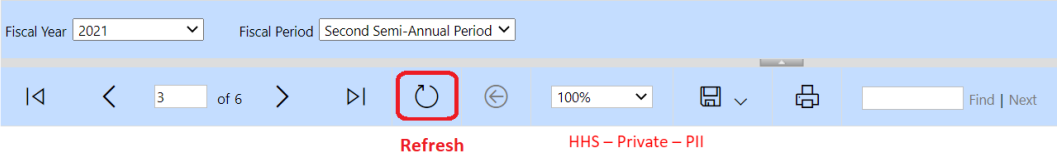
	Actual FY 2021	Cumulative Projected	% of Projected	Cumulative Actual	Explanation of Variance
Enrolled in Basic Skills Training:	2	350	48.57%	170	None
Completed Basic Skills Training:	0	425	14.35%	61	None

Basic Skills Participation	Cumulative Enrolled	Cumulative Completed	Explanation
Adult basic education	78	24	None
Adult secondary education	0	0	None

The column is titled "Explanation of Variance" when there is a projection and "Explanation" when there is no corresponding projection. Click on "None" to open the screen where you will enter information. The window for entering a New Explanation of Variance will appear:



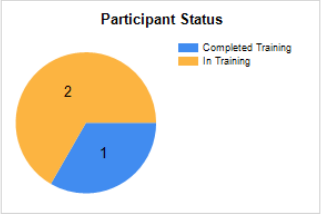
Enter the explanation, and then click "Save and Close." You may need to navigate back to the PPR after closing this screen. Refresh or re-run the PPR to see the explanation you entered appear on the PPR:



6. Checking and Completing the PPR

Other than Projections, PPR numbers are calculated automatically by PAGES. To see who is included in each number, click on the number itself if it is blue, which means it is hyperlinked. Many of the numbers are hyperlinks, although some are not. If the number is not a hyperlink, then you cannot drill down.

Participant Status	Current	% of Cumulative Enrollment
Enrolled, has not Started Healthcare Training:	0	0.00%
In Healthcare Training:	2	66.67%
Missing Healthcare Training Progress Data:	0	0.00%
Completed Most Recent Healthcare Training:	1	33.33%
Not Completed Most Recent Healthcare Training:	0	0.00%



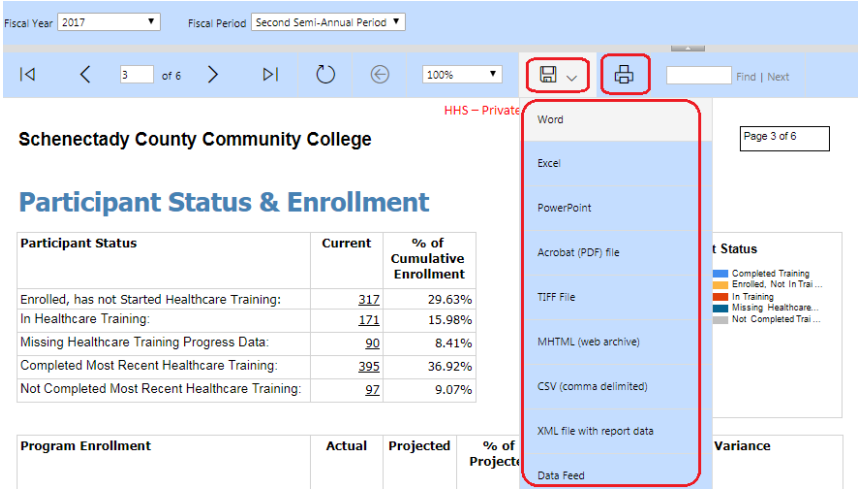
Clicking on a hyperlinked Final PPR number will bring up the list of participants contained in that number:

Participant Details

PAGES ID	Name	Enrollment Date	Occupational Code	Begin Date	End Date	Expected End Date	Completion	Training Reached Halfway
26	HelpDesk Test	10/20/2015	21-1094 Community Health Workers	10/20/2015		10/1/2016		No
87	Demo Test	12/1/2015	21-1094 Community Health Workers	12/1/2015		3/31/2016		Yes

When looking at a drilldown of participants in a count, a table of Participant Details will be displayed. You can then click on the participant ID number which itself will be hyperlinked, thus taking you straight to the participant's Management screen so that you can check or edit that record.

When you have filled in and checked all sections, you are ready to complete and submit the Final PPR. When viewing the Final PPR, click the Disk icon on the top to view export options, and select the desired format to export a copy of the Final PPR or click the Printer icon to print a hard-copy which can then be signed and uploaded to GrantSolutions.



Have the Authorized Official sign the hard copy of the report on Page 1 and submit the Final PPR according to the instructions in guidance from OFA.

11. Certification: I certify to the best of my knowledge and belief that thisreport is correct and complete for performance of activities for the purposes set forth in the award documents.	
11a. Typed or Printed Name and title of Authorized Certifying Official	11c.Telephone (area code and number)
	11d.Email Address
11b.Signature of Authorized Certifying Official	11e. Date Report Submitted (Month, Day, Year)
	12.Agency Use Only