

Guidance for Completing the Program Performance Report



Revised September, 2023

Training and Technical Assistance Services are funded through a contract with the Administration for Community Living, Administration on Disabilities, Office of Intellectual and Developmental Disabilities, contract #75P00121C00067.

Contents

Section I. Identification	3
Section II. Comprehensive Review and Analysis Update	3
Section III. State Plan Implementation	3
Cultural Diversity.....	4
Evaluation of State Plan Implementation	5
B1. Evaluation Activities	5
B2. Evaluation Results	5
B3. Lessons Learned and Future work of the Council.	6
B. Input on National Priorities.....	6
Section IV. State Plan Implementation Progress Report	6
Section IV.A. Detailed Progress Report on Goals	6
Goal # Narrative	7
4 Year Overview (FY 2025 report)	8
5 Year Overview (FY 2026 report)	8
Objectives	9
Provide an Overall Description of this effort.	10
Progress Report	10
Expected Outcomes Achieved	11
Progress towards achieving outcomes for overall objective.	11
Stories of people with DD whose lives are better because of Council work; stories of policy or legislative changes because of Council work.	12
Section IV.B. Individual and Family Advocacy Performance Measure (by GOAL) – Individual Responses Demographic Data	12
Item I. Output Measures	12
Outcome Measures	14
Section IV.C. System Change Performance Measures (by Goal)	15
Section V. Council Financial Information	17
Section VI. Measures of Collaboration	18
Record Keeping	18

Introduction

This resource is a guide to help Council staff responsible for federal reporting on the Council's 5-year plan as required by PL 106-402, The Developmental Disabilities Assistance and Bill of Rights Act of 2000 ([DD Act](#)) and other regulations.

The purpose of this resource is to explain and clarify reporting sections.

We recognize that some things may have been left out or need to be further explained. If you feel we have made a mistake in the explanation of the material, or want to recommend items for further clarification, please let us know.

Please send your comments to:

Sheryl Matney, EdD
smatney@nacdd.org
Information and Technical Assistance Center for Councils (ITACC)
NACDD
1825 K Street, NW
Suite 1250
Washington, DC 20006

Overview:

There are five major areas of the report.

<i>Section</i>	<i>Area</i>
<i>I.</i>	Identification
<i>II.</i>	Comprehensive Review and Analysis (CRA)
<i>III.</i>	State Plan Implementation
<i>IV.</i>	Progress Report
<i>V.</i>	Council Financial Information
<i>VI.</i>	Measures of Collaboration

Section I. Identification

Provide the requested information.

Section II. Comprehensive Review and Analysis Update

There are two required updates.

- 1) Describe the adequacy of health care, services, supports and assistance that **people living in Intermediate Care Facilities receive**. If you do not have any ICF/DD facilities, please state “We do not have any ICF/DD facilities”.
- 2) Describe the adequacy of health care, services, supports and assistance that people receive through **Home and Community Based Waiver services, supports, and other assistance**.

Summarize the following:

- 1) The types of services, support, and other assistance people with I/DD receive in each (ICF/DD facility and Home and Community Based Waiver Services).
- 2) Summarize the need for additional services in each (ICF/DD facility and Home and Community Based Waiver Services).
- 3) For each, (ICF/DD facility and Home and Community Based Waiver Services) provide a statement based on your understanding of the information you reviewed, that speaks to the adequacy of services.

Links are not an accepted substitution for narrative.

Section III. State Plan Implementation

A. Introduction

At a minimum, provide the following information:

- 1) A cohesive summary that describes the major highlights and significant accomplishments from the reporting period. (Note: This information may be used to inform members of Congress and other people about your work. Consider writing this section for a wider audience and proofread carefully).
- 2) Provide a description of how the Council will share an annual report with partners, collaborators, and the public. Include information on how the Council will make the report available in accessible formats.

Cultural Diversity

Background:

The [DD Act](#) requires all programs be conducted in a manner that is culturally competent.

This section is to report how the Council and its programs, projects, and other initiatives are provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are taking part in the activities to ensure their maximum participation in the program.

The information should describe **how** the Council is using culturally competent practices to conduct work for the reporting period.

Describe the **overall efforts** the Council made to conduct projects and activities in a manner that is culturally and linguistically competent. In other words, answer the question “what has the DD Council done to make sure the needs of people with developmental disabilities and their families of a diverse culture are being addressed?”

Do not include project specific information in this section.

The description can include internal and external Council efforts.

TIPS: Organize and present the information in a way that shows a purposeful, strategic approach to ensuring cultural diversity in Council supported activities. Consider organizing your content by category of effort. For example, Council members, Council staff, Council grantee diversity training, language access efforts, diversity and inclusion committee work, outreach efforts, Sexual Orientation and Gender Identity (SOGI) inclusion efforts, and equity efforts.

FAQ – what is the difference between this section and the targeted disparity objective?

The Cultural Diversity section of the report is for the Council staff to describe how the Council and its programs, projects, and other initiatives are provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are participating in the activities to ensure their maximum participation in the program. The information should describe how the Council is using culturally competent practices to conduct all work.

The targeted disparity item in a Council’s plan is written as a goal or objective. A disparity is named, and the Council implements strategies to decrease the identified disparity for an identified population during a specific timeframe. The targeted disparity item appears in the Council’s annual work plan and has associated key activities, expected outputs, outcomes, data and evaluation measurement information, and related performance measures.

Evaluation of State Plan Implementation

B1. Evaluation Activities

The purpose of this section is to assess to what extent the Council implemented the Evaluation Plan (as submitted in the state plan).

Include a description of evaluation activities used to assess the projects and activities during this reporting period.

Helpful documents: Review your Council’s 5-Year State plan: Evaluation Plan Section in your State plan.

B2. Evaluation Results

This section is an evaluation summary of overall results. Specific evaluation results for activities will be reported in a later section.

This section should include the following broad evaluation information for activities worked on during the reporting period:

- Provide a broad assessment of the overall progress towards each goal and objectives for this reporting period. Supply the rating scale you used (e.g., no progress, some progress, satisfactory progress, excellent progress).
- Provide the grand total number of people with I/DD, family members of people with I/DD, professionals, and other groups that took part in Council supported activities.
- Provide overall satisfaction results for all state plan activities for this reporting period (grand total from all work).
- If you did not collect key data (for example, demographic information), explain why you did not collect the information and what the Council (and sub-recipients as appropriate) will do to collect the data in the future.

TIP: Review earlier reports and PPR comments provided by OIDD staff to develop an informed response. For example, if you said in an earlier PPR that you were going to use different strategies to collect data, did you use those strategies? Did your data collection efforts improve?

B3. Lessons Learned and Future work of the Council.

Describe what was learned and how the Council used the information on state plan activities during the reporting period or how you intend to use the information in the upcoming year's plan activities.

B. Input on National Priorities

Provide OIDD with information about disability priorities that your Council recommends be addressed by ACL/AoD/OIDD at the **national** level. Include ideas about partnerships ACL/AoD/OIDD could pursue with other federal agencies.

Example of Input on National Priorities:

- 1) There is a direct support professional workforce crisis in [State]. More needs to be done to reduce staff turnover, improve training and wages. We think ACL could partner with CMS and DOL.
- 2) Technology has advanced and people with DD could benefit. However, the advanced technology is not reimbursable under current policy. People living in rural areas do not have access to technology. Education and training about how to use technology needs to be available to people. We think ACL could partner with CMS and AT programs.

Section IV. State Plan Implementation Progress Report

Section IV.A. Detailed Progress Report on Goals

Information on areas of emphasis, strategies, and collaborators is reported by **goal**. Supply information about what happened during the reporting period.

Areas of Emphasis – Indicate what areas the Council addressed during the reporting period. This information is required by the [DD Act, Section 104 \(a\) \(2\)](#).

Strategies – Indicate what strategies the Council used during the reporting period.

Collaborators – Indicate the collaborators who took part. Report additional collaborators in the narrative section.

Goal # Narrative

This section is for the Council staff to **describe the progress made** (or not made) toward **EACH** 5-Year **goal** in the State Plan for the reporting year.

Include a statement of assessment towards progress and provide the rating scale (i.e., no progress, some progress, satisfactory progress, excellent progress).

- Supply information to justify your statement of progress. Information can include, but is not limited to, the overall impact of objective activities, goal level data points to illustrate your assessment, and/or progress on public policy and systems change efforts.
- If you need to amend a goal, supply a statement for each goal indicating that need. If you do not need to amend a goal, provide a statement such as “there are no goal amendment needs”.
- Include the dollar amounts and information about dollars leveraged for activities. Provide information about what the dollars leveraged will do. For example, new monies for services, money for sustaining projects and programs, or parts of projects and programs, etc. (note: you will report the grand total of all dollars leveraged for all goals in the financial section).

Below are some tips to help you frame your thoughts as you develop the description.

- Review your 5-Year Logic Model to decide if your Council is closer to realizing the expected long-term outcomes for the goal. If not, what happened?
- Consider the impact of the objective activities. Answer the question: “collectively, did your work move the Council closer to reaching the 5-year goal?”
- Review the evaluation data (outputs and outcomes, OIDD performance measures) for each objective to answer the question: “did the results indicate progress was made toward reaching the 5-year goal?”
- Dollars leveraged refers to additional funds that result from an initial investment of Council funds to gain a dollar return from other sources. Funds can be either public or private.
- Dollars leveraged must not include dollars used for match. However, if there is unused match available, you can report as leveraged funds. Leveraged funds can be cash or in-kind and can be from any source including other federal dollars.

Examples of dollars leveraged:

Example: A systems redesign or public policy initiative of the Council resulted in new money being appropriated by the State Legislature for a new state program. The new money could be counted as leverage. (The initial investment of the Council was focused on the systems change initiative; the result was the new money being appropriated).

Example: Council staff took part on a workgroup that wrote a grant to further work in an area that is addressed in the 5-year plan. The grant award was considered dollars leveraged as the return on the investment of the Council staff time resulted in additional resources.

Example: The Council developed a training program that was “picked up” and used by other organizations* to reach more people in the state. The Council can estimate the cost of the other organizations’* training efforts that resulted from the Council’s initial investment of developing the training program.

*Other organizations not initially funded by the DD Council.

4 Year Overview (FY 2025 report)

Identify what current state plan efforts will likely move forward and why. Include activities, projects, programs, and systems change efforts.

Describe the current 5-year plan efforts you plan to build upon in the next plan.

If the Council is not planning to build upon outcomes from the current plan, supply information about why (i.e., other entities are taking up the work, the project or program was sustained, etc.)

5 Year Overview (FY 2026 report)

Use your **five-year goal outcome statements** as the guide to provide the information.

- Assess the extent to which you achieved the outcomes as stated in your five-year goal outcome statements.
- Describe your major accomplishments.
- Describe any factors that got in the way of goal achievement.
- Describe the extent to which people from diverse backgrounds were satisfied with Council activities.

Objectives

For each goal with objective(s) that were “active” during the reporting period, provide information about activities that were conducted under the **Objective**.

A series of questions appear for each objective. **Each question must have a response.**

Select the focus of the objective:

- Individual/Family Advocacy
- System Change
- Capacity Building

Select whether the objective is:

- new (select this if your objective was started during the reporting period)
- ongoing (select this if your objective was active in a prior reporting period)
- completed (select this if the objective and corresponding activities were completed during the reporting period).

Select if the **objective** addressed the following (Select all that apply):

- a. Self-Advocacy DD Act Requirement
- b. Targeted Disparity
- c. DD Network Collaboration
- d. Demonstration Project of new approaches to services and supports. The name of the project, the month and year the project originated must be included. (Select if your project(s) are part of an overall strategy for systemic change AND the project demonstrates new approaches to direct services. (See 45 CFR 1386.30 (f)).
- e. Demonstration of Projects or Activities (select this if you are funding other demonstrations including but not limited to outreach, training, technical assistance, supporting and educating communities, interagency collaboration and coordination, coordination with related councils, committees and programs, barrier elimination, systems design and redesign, coalition development and citizen participation, and informing policymakers). (See 45 CFR 1386.30 (f)).

Show the stage of implementation **for objective activities**: planning, implementation or outcome/fully integrated.

- Planning – includes, but is not limited to, information gathering, research, meetings with collaborators.
- Implementation – includes, but is not limited to, demonstration activities, projects and activities, advocacy training and efforts.
- Outcome/Fully Integrated – reflect the outcome of a systems change effort as achieved if the policy, procedure, regulation, or statute change was fully integrated.

Provide an Overall Description of this effort.

Note: The wording “this effort” refers to the objective.

Supply background information about the objective. Include information to help someone understand the details they will read about in the Progress Report section. **For example, include broad activities, the population of focus, broad output and outcome information, geographic information, whether the activities were new or ongoing.**

Example of an Overall Description of an objective:

New and continuing activities on employment issues were conducted Statewide and in the Northeast Region. Activities included training, policy advocacy, and capacity building activities. Activities targeted people with DD, their families, and providers of employment services. Output numbers showed high interest in the topic. The outcomes showed people with DD and their families increased their knowledge. More people with DD accessed employment services and supports. Providers increased their knowledge of best practice methods. Providers increased the use of best-practice methods to provide employment services and supports.

Expected Outputs – the expected outputs are from the annual work plan.

Outputs Achieved – Indicate “achieved” if the expected output listed was achieved.

If the planned/expected output was achieved, indicate by checking the box. If the planned output was not achieved, or partially achieved, explain the challenges or barriers to output achievement in the narrative section of the progress report.

Progress Report

This section is to focus on activities implemented for the objective. Note: the assessment of progress is reported in the section “Progress towards achieving outcomes for the overall objective”.

- Select the activities that best describe the Council’s work and progress towards the **objective**.
- Discuss the strategy or strategies used and tell how using the strategy helped to achieve the objective’s activity outcomes. This is a good place to describe challenges or barriers if you did not achieve or partially achieved planned activity outcomes.
- Describe how the outcomes **affected** people with developmental disabilities and their families to exercise self-determination, be independent, productive, and included in all facets of community life.
- Describe how the systems change outcomes **affected or will impact people** with developmental disabilities and their families to exercise self-determination, be independent, productive, and included in all facets of community life. **Include the performance measure numbers for each activity. The numbers must add up to the performance measure totals reported for the objective.**
- Discuss the monitoring and evaluation activities **and results** for the objective activities described. (Note: Use the information on your annual work plan as a guide)
 - Data sources - (people, documents, products, activities, events, and records).

- Monitoring and evaluation results including any assessment of the activity.
- Include information about barriers or concerns during activity implementation (if applicable *and not previously described*).

Expected Outcomes Achieved

The expected outcomes are from the annual work plan.

Outcomes achieved – Indicate “achieved” if the expected outcomes were achieved.

If the planned/expected outcome was achieved, indicate by checking the box. If the planned outcome was not achieved, or partially achieved, explain the challenges or barriers to outcomes achievement in the next narrative section.

FAQs on outcomes

Outcomes are:

- ✓ **Changes** in behavior or condition that reflect a positive impact to people with DD and their families, or a service, support, or other help. Note: In general, outcomes begin with a verb like increase, expand, or improve.
- ✓ **Specific and measurable:** tracking data to check outcomes is practical and prompt.
- ✓ **Meaningful:** achieving an outcome shows fulfillment of purpose and progress? toward long-term impact.

Outcomes are not:

- ✓ Activities or processes
- ✓ Long-term change that cannot be measured.

Progress towards achieving outcomes for overall objective.

Discuss the amount of progress the Council made towards the expected **outcomes** for the **objective** for the reporting period.

Include a lead-in statement about prior year(s) progress to supply context for the reporting year assessment.

- Review the objective.
- Supply information that relates to current progress towards the **overall** objective.
- Supply an assessment to answer the question “to what extent did the Council make progress on the objective?” Consider using a rating scale (example: no progress, some progress, considerable progress, great progress) to relay the information.

Tips: You can use output data to illustrate the outcomes achieved.

Example of Progress towards overall objective section:

Objective Statement: By 2026, the Council will work to decrease barriers to healthy living that individuals with intellectual and developmental disabilities and their families face by using innovative approaches to increase access to health, behavioral, and wellness services and information.

Planning and innovative approach development was accomplished in year 1. Training, education, and implementation was carried out in year 2. During this reporting period, six promising practices (innovative approaches) were used in the activities to decrease barriers to healthy living. This resulted in 75 people reporting they could access health and wellness services. Participants said the services increased their individual health and wellness status. Evaluation and assessment of the promising practices and innovative approaches resulted in 6 improvements being made for continued work and 2 additional promising practices were identified for use.

During the reporting period, considerable progress was made toward achieving the objective. Assessment of the strategies used, and data collected showed using the promising practices and innovations increased the health and wellness of people with I/DD and people who provide care for people with I/DD.

Stories of people with DD whose lives are better because of Council work; stories of policy or legislative changes because of Council work.

The purpose of the stories is for the Council to illustrate how the important work of Councils affects people with developmental disabilities and their families, service systems, and public policy.

You can include stories from different points of view (people with I/DD, family members of people with I/DD, communities, policymakers, representatives of systems of services and supports affected by systems change efforts).

Section IV.B. Individual and Family Advocacy Performance Measure (by GOAL) – Individual Responses Demographic Data

Report the demographic data for race/ethnicity, gender, category (person with developmental disability or family member), and geographical numbers **for each goal**.

Item I. Output Measures

For **each objective**:

IFA 1.1 Report the total number of people with developmental disabilities who participated in Council supported activities developed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems as related to each objective (IFA 1.1).

IFA 1.2 Report the total number of family members who took part in Council supported in activities developed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and/or systems related to each objective (IFA 1.2).

Note: Please review the full descriptions of ACL OIDD Performance measures. When reporting numbers, include total participation numbers related to **activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems.**

The total number of respondents should be the number of people from each category that **responded** to a survey/evaluation about an activity designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems.

*(Note: This number may be lower than the total number of people who took part in a project or activity because it is based on people who **responded** to an evaluation/survey about the project).*

The numbers on this line will be used to calculate the percentages to be reported for item #2 Outcome Measures: IFA 2.1 and IFA 2.2.

Output Measures

Example

Objective (Imported from the annual work plan)	Performance Measure: IFA 1.1 people with DD who participated in activities	Performance Measure: IFA 1.2 Family members who participated in activities
By September 30th, 2026, 25% more people with I/DD will make choices about their everyday lives.	50	20
By September 30th, 2026, 25% more people with I/DD can reliably get where they need to go each day.	20	15
By September 30th, 2026, 50% more people with I/DD will work in integrated employment of their choice at competitive wages.	30	15
Total # of Output Respondents Note: respondents are the number of people who responded to a survey. The number in these columns will be used to calculate %'s in the next section.	75	25

Outcome Measures

Example

Performance Measures	Percent (%) To calculate percentage (%) you will divide the number of people who answered the outcome measure question by the total number of people who responded to the survey.
IFA 2.1 Percent of people with DD who increased advocacy	Example: 75 people filled out a survey; 57 people said they increased advocacy. $57 \div 75 = 76\%$ This means 76% of people with developmental disabilities who filled out a survey said they increased their advocacy because of participating in your activity.
IFA 2.2 Percent of family members who increased advocacy	Example: 25 family members filled out a survey; 18 said they increased their advocacy. $18 \div 25 = 72\%$

Sub-outcome measures:

Report the number of positive responses from people with developmental disabilities for each objective.

Report the number of positive responses from family members of people with developmental disabilities for each objective.

IFA 2.3 Percent of people better able to say what they want or say what services and supports they want or say what is important to them.

To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.

To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

IFA 2.4 Percent of people participating now in advocacy activities.

To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.

To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

IFA 2.5 Percent of people on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions.

To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.

To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

IFA 3 The percent of people satisfied with a project activity.

Collect the total number of “satisfied” responses (people with DD and family members).

To calculate the percentage, divide the number of positive responses by people with DD AND family members by the number of outcome respondents for IFA 1.1 AND 1.2.

IFA 3.1 Percent of people with developmental disabilities satisfied with activity.

Collect the number of “satisfied” responses to the question.

To calculate the percentage, divide the number of positive responses by people with developmental disabilities by the IFA 1.1 Total # of outcome respondents.

IFA 3.2 Percent of family members satisfied with activity.

Collect the numbers of “satisfied” responses to the question.

To calculate the percentage, divide the number of positive responses by family members by the IFA 1.2 Total # of outcome respondents.

Section IV.C. System Change Performance Measures (by Goal)

All data is reported by number in this section.

Sub-output measures

SC 1.1 The number of policy and/or procedures created or changed. Note: Reflect policy or procedures only.

SC 1.2 The number of statute and/or regulations created or changed. Note: Reflect statute or regulations only.

SC 1.3.1 The number of promising practices created. Note: You must be able to show the practice had an innovative approach that improved upon existing practice with positive results but has not been researched or tested.

SC 1.3.2 The number of promising practices supported through Council systems change efforts. Note: This number must be related to the system's change effort rather than the number of times the practice was used.

SC 1.3.3 The number of best practices created through Council systems change efforts. Note: You must be able to show a technique or methodology that has proven to reliably lead to a desired result through experience and research.

SC 1.3.4 The number of best practices supported through Council systems change efforts. Note: This number must be related to the system change effort, rather than the number of times the best practice was used.

SC 1.4 The number of people trained or education through Council systems change efforts. Report people with developmental disabilities and family members of people with developmental disabilities under IFA 1.1 and 1.2. All other people trained or educated as part of a Council systems change effort should be reported here. Note: Ideally, the data reported here is evidenced by training/education evaluation data showing an increase in knowledge or attainment of a skill. This number should not include public awareness efforts such as website "hits", newspaper or magazine articles, blogs, vlogs, social media "likes".

Outcome Measures

SC 2.1 The number of Council systems change efforts that led to the creation or improvement of best or promising practices, policies, procedures, statute, or regulation changes. Add sub-measures 2.1.1 and 2.1.3 together to get this number.

SC 2.2 The number of Council systems change efforts that were implemented to transform approaches into a coordinated and effective system...in all facets of community life. Add sub-measures 2.1.2 and 2.1.4 together to get this number.

2.1.1 The number of policy, procedure, statute, or regulation changes improved because of systems change. Notes: this number can include improvements not fully enacted that occurred during the reporting period.

2.1.2 The number of policy, procedure, statute, or regulation changes implemented. Note: this number should reflect the number of policy, procedure, statute, or regulation changes rather than the number of times a policy, procedure, statute, or regulation was implemented. For example, if one state policy was changed and 37 offices implemented the policy, the data point is one (you can report the broader impact of 37 offices in the narrative).

2.1.3 The number of promising and/or best practices improved because of system change activities. Note: if you made the practice better or improved the quality of the practice, and you have documentation that showed positive results as part of a systems change effort, report here.

2.1.4 The number of promising and/or best practices that were implemented. Note: These must be related to the systems change effort and show data for the practice, rather than the number of times the practice was used.

Resource: Federal Performance Measures

Section V. Council Financial Information

Councils are to identify the obligation and liquidation status for the 3 FFY of funds.

Report each Federal Fiscal Year (FFY) Grant Award year separately. The reporting periods should include the current reporting year and the two earlier reporting years. Three fields are provided, one for each FFY. For each line, report the requested information.

Line 1. Fiscal Year

Line 2. Reporting Period (Disregard these dates. The numbers reported in this section should be aggregated for each award).

Line 3. Total Federal Fiscal Award for the Reporting year. Enter the total amount of funds awarded to the Council. The amount should equal the amount on the Notice of Award (or in the case of multiple Notices of Awards, the total of all amounts for the fiscal year).

Line 4. State funds contributing to Council State Plan Activities. Enter the amount of money a State/Territory gave the Council for State plan activities.

Line 5. Additional Council Funds Used for Other Activities. Enter the amount of money a Council received for activities **other than** state plan activities. (Example: State or territory money the Council uses for administrative purposes).

Line 6. Federal Share of Expenditures. Enter the amount of federal funds that were spent from the fiscal year award.

Line 7. Federal Share of Unliquidated obligations. Enter the amount of federal funds that were obligated but have not been spent.

Line 8. **Unobligated** Balance of Federal Funds (=Total Federal Fiscal Year award minus the federal share of expenditures minus the federal share of unliquidated obligations). Calculate this number by subtracting lines 6 and 7 from line 3.

Line 9. Match Required. The match needed will vary and must reflect the variety of match the Council calculated for projects and activities that is consistent with the DD Act Section 126 (a) (1-3). Council staff should calculate a match per project and document the match needed so that an aggregate number can be reported. Keep the match documentation on file should the information be requested by the Administration.

Line 10. Match Met. Enter the amount of match that was received for the fiscal year.

Line 11. Match Unmet. Subtract line 10 from line 9 and enter. This must be a positive number; if you meet all match requirements, enter zero.

Enter the grand total amount of all dollars leveraged. (Note: In the Goal narrative section(s) you should provide the dollar amount by goal with a description of what the dollars leveraged supported.

Section VI. Measures of Collaboration

In this section, Councils are to discuss collaborative work that occurred during the reporting period with a specific DD Network partner and/or other collaborators that has not been reported in the previous sections of this report.

Describe the issue or barrier worked on, the area(s) of emphasis addressed, the collaborative strategies used, the Council's role and responsibilities, any problems encountered, and unexpected benefits of this collaborative effort. Also, indicate if Council staff can provide technical assistance or expertise to other Councils in this area.

Do not report the planned DD Network Collaboration goal/objective in this section.

Record Keeping

Keep a copy of your PPR as submitted, then once approved, download a copy, and keep on file.