FY 2024 SNAP-Ed Final Report

Technical Assistance Session

SNAP-Ed
MICHIGAN FITNESS FOUNDATION

This institution is and equal opportunity provider.

Complete All Four Parts

PSE Reporting

GET STARTED

Reach Report

GET STARTED

Narrative Report

GET STARTED

Financial Report

GET STARTED

Key Dates

October 15

PSE Reporting

October 28

Reach Report

November 4

Narrative Report

November 12

Financial Report

Navigating the Final Report Main Page

- Tips for before you get started on any report component
- All resources
- Technical assistance
- Who to contact for questions
- Links to all four report components

Complete All Four Parts

PSE Reporting
GET STARTED

Reach Report
COMING SOON

Narrative Report
COMING SOON

Financial Report
COMING SOON

PSE Reporting

Completion takes place in two spots

1. Map to Healthy Living Update Portal
2. FY24 Box Collaboration Folder: FY24 Long-Term PSE Change Report (Excel)

Helpful Resources

PSE Reporting:
- M2HL Update Portal Instructions
- Program and Site Information Instruction Guide
- PSE Reporting Instruction Guide
- PSE Change – Long Term Implementation and Effectiveness Tracker Instruction Guide
- PSE Report Checklist
- **"Tips to Enhance PSE Reporting Webinar"** ↗

Reminders

- Make sure all your FY24 sites are marked for DE and/or PSE
- Confirm that sites are either 'yes' or 'no' in a Tribal Jurisdiction
- Mark your partnerships and coalitions as complete
- Make sure you've entered key activities for with multi-sector partnership(s)/coalition(s)
  - Sentence structure provided in instructions
  - 250 words max – confirm in a word file

Reach Report

- Designed to capture the metrics that FNS is requiring for the final report
- Minimal changes from the FY23 report
- Submitted in a form on final report webpage – reach report page

Resources
- Reach Report Instructions

Reporting Direct Education Reach

Reach

Complete the following information to report the number of unduplicated SNAP-Ed direct education (DE) participants in ALL of your FY24 direct education interventions. Reporting an unduplicated count means providing the number of unique individuals reached through your program, regardless of the number of direct education sessions or contacts. *Note* this is only individuals directly reached through DE; it does not include indirect channel reach.

Total unduplicated SNAP-Ed DE participants: *

Save and Resume Later

Previous   Next

- Enter the **TOTAL** number of participants who participated in direct education with your program

- A participant can only be counted once per intervention

DE Reach Important to Remember - 1

- Direct education reach must be collected or estimated

- Direct education must:
  - Involve delivering a core, evidence-based nutrition education intervention to eligible people
  - Follow the intervention guidance for lesson duration that supports behavior change and allows for active engagement
  - Be interactive – meaning it provides individualized experience based on participants' input in real-time

DE Reach Important to Remember - 2

- The number of unduplicated participants you report should span across **ALL** your DE interventions, including the DE component of any combined DE/PSE intervention.

- You should only report on direct education reach numbers.

- A participant can only be counted once per intervention. When reporting all your DE reach, ensure it's an unduplicated count.
  - This means when you have a participant complete two different interventions, they would be counted twice.

Total DE Reach by Age

Totals column auto-calculates

Less than 5 years - Actual count *

Less than 5 years - Estimated count *

Less than 5 years - Total

0

auto calculated

5-7 years - Actual count *

5-7 years - Estimated count *

5-7 years - Total

0

auto calculated

8-10 years - Actual count *

8-10 years - Estimated count *

8-10 years - Total

0

auto calculated

11-13 years - Actual count *

11-13 years - Estimated count *

11-13 years - Total

0

auto calculated

14-17 years - Actual count *

14-17 years - Estimated count *

14-17 years - Total

0

auto calculated

18-59 years - Actual count *

18-59 years - Estimated count *

18-59 years - Total

0

auto calculated

60-75 years - Actual count *

60-75 years - Estimated count *

60-75 years - Total

0

auto calculated

76 years or older - Actual count *

76 years or older - Estimated count *

76 years or older - Total

0

- It's okay to have a combination of estimated and actual data.

- If estimating demographics, use existing data about the population you are serving such as census data or school data.

- Enter "0" in any empty fields.

Note – it is never appropriate to change or challenge a self-declaration made by a participant.

Total unduplicated SNAP-Ed DE Participants (Form page 2)   =   Actual count + Estimated count

Total DE Reach by Age Continued

The total unduplicated SNAP-Ed DE reach entered on page 2 **MUST MATCH** the total estimated and actual reach for all ages.

The number displayed in the *'Total Estimated and Actual Reach - All Ages'* auto-calculated field must be equal to the number entered in the *'Total unduplicated SNAP-Ed DE participants'* field on page 2 (shown below).

Total unduplicated SNAP-Ed DE participants entered on page 2:

100 ✔️

Total Estimated and Actual Reach - All Ages

100 ✔️

auto calculated

Save and Resume Later

Previous   Next

Total DE Reach by Age Continued

If the total unduplicated SNAP-Ed DE reach entered on form page 2 **does not match** the total estimated and actual reach – all ages, you'll see a red, warning message appear.

No red message, then your numbers match.

Total unduplicated SNAP-Ed DE participants entered on page 2:

100

Total Estimated and Actual Reach - All Ages

75

auto calculated

Warning: The 'Total Estimated and Actual Reach - All Ages' must be equal to the total DE reach entered.

Save and Resume Later

To remove the warning message, confirm that the numbers entered for all age categories are entered. Then confirm that you entered your unduplicated reach count correctly on page 2.

Total DE Reach by Age

Complete this section to report the number of SNAP-Ed direct education participants for your program by age.

Note:

- Reporting an *unduplicated count* means providing the number of unique individuals reached through your program, regardless of the number of direct education sessions or contacts.
- Both *actual counts* and *estimated counts* can be used. *Actual counts* should be used whenever possible.
- All fields are required, except those that are auto calculated. Enter a "0" in those fields for which there is no data.
- **Important:** The number displayed in the *'Total Estimated and Actual Reach - All Ages'* auto-calculated field must be equal to the number entered in the *'Total unduplicated SNAP-Ed DE participants'* field on page 2.

Less than 5 years - Actual count *	Less than 5 years - Estimated count *	Less than 5 years - Total
0	0	0 (auto calculated)

5-7 years - Actual count *	5-7 years - Estimated count *	5-7 years - Total
0	60	60 (auto calculated)

8-10 years - Actual count *	8-10 years - Estimated count *	8-10 years - Total
0	40	40 (auto calculated)

11-13 years - Actual count *	11-13 years - Estimated count *	11-13 years - Total
0	0	0 (auto calculated)

14-17 years - Actual count *	14-17 years - Estimated count *	14-17 years - Total
0	0	0 (auto calculated)

18-59 years - Actual count *	18-59 years - Estimated count *	18-59 years - Total
0	0	0 (auto calculated)

60-75 years - Actual count *	60-75 years - Estimated count *	60-75 years - Total
0	0	0 (auto calculated)

76 years or older - Actual count *	76 years or older - Estimated count *	76 years or older - Total
0	0	0

Reach by Age Example

For example, let's say a program's total unduplicated DE reach = 100 participants in the fiscal year. The program only delivers DE to elementary aged students and does not have any self-reported data.

We used school data to estimate participant age for the grades we delivered our intervention to.

If we don't have the participant ages, for school-based programs we can associate the grade with the average age of the student. For example, most kindergarten students are on average 5 years old.

Totals match

The number displayed in the *'Total Estimated and Actual Reach - All Ages'* auto-calculated field must be equal to the number entered in the *'Total unduplicated SNAP-Ed DE participants'* field on page 2 (shown below).

Total unduplicated SNAP-Ed DE participants entered on page 2:

✓ 100

Total Estimated and Actual Reach - All Ages

✓ 100
auto calculated

Reach by Gender

- It's okay to have a combination of estimated and actual data.
  - Reminder that participants are not required to report gender, and an estimated count may be used.

- Use estimated counts in the absence of self-reported data.

- If estimating demographics, use existing data about the population you are serving such as census data or school

- Enter "0" in any empty fields.

Note – it is never appropriate to change or challenge a self-declaration made by a participant.

Total number of participants reached with DE (Form page 2) **=** Actual count + Estimated count

Total DE Reach by Gender

Complete this section to report the number of SNAP-Ed direct education participants for your program by gender.

Note:

- Reporting an *unduplicated count* means providing the number of unique individuals reached through your program, regardless of the number of direct education sessions or contacts.
- Both *actual counts* and *estimated counts* can be used. *Actual counts* should be used whenever possible.
- All fields are required, except those that are auto calculated. Enter a "0" in those fields for which there is no data.
- **Important:** The number displayed in the *'Total Estimated and Actual Reach'* must be equal to the number entered in the *'Total unduplicated SNAP-Ed*

Totals column auto-calculates

Male - Actual count *

Male - Estimated count *

Male - Total

0
auto calculated

Female - Actual count *

Female - Estimated count *

Female - Total

0
auto calculated

Prefer not to respond - Actual count*

Prefer not to respond - Estimated count*

Prefer not to respond - Total

0
auto calculated

Unknown - Actual count*

Unknown - Estimated count*

Unknown - Total

0
auto calculated

The number displayed in the *'Total Estimated and Actual Reach - Gender'* auto-calculated field must be equal to the number entered in the *'Total unduplicated SNAP-Ed DE participants'* field on page 2 (shown below).

Total unduplicated SNAP-Ed DE participants entered on page 2:

100

Total Esimated and Actual Reach - Gender

0
auto calculated

Warning: The 'Total Estimated and Actual Reach - Gender' must be equal to the total DE reach entered.

Reach by Gender Example: using self-reported data

Our program reached 100 participants and 88 self-reported gender and 12 did not respond to the question.

Totals column auto-calculates

Program's Data:	Report in Reach Form as:	Estimated Counts

46 self-reported as male	→	46 male actual count	→	0
42 self-reported as female	→	42 female actual count	→	0
0 self-reported prefer not to say	→	0 prefer not to say actual count	→	0
12 people did not self-report gender	→	0 unknown (gender) actual count	→	12 unknown (gender) estimated count

Male - Actual count *
46

Male - Estimated count *
0

Male - Total
46
auto calculated

Female - Actual count *
42

Female - Estimated count *
0

Female - Total
42
auto calculated

Prefer not to respond - Actual count*
0

Prefer not to respond - Estimated count*
0

Prefer not to respond - Total
0
auto calculated

Unknown - Actual count*
0

Unknown - Estimated count*
12

Unknown - Total
12
auto calculated

The number displayed in the 'Total Estimated and Actual Reach - Gender' auto-calculated field must be equal to the number entered in the 'Total unduplicated SNAP-Ed DE participants' field on page 2 (shown below).

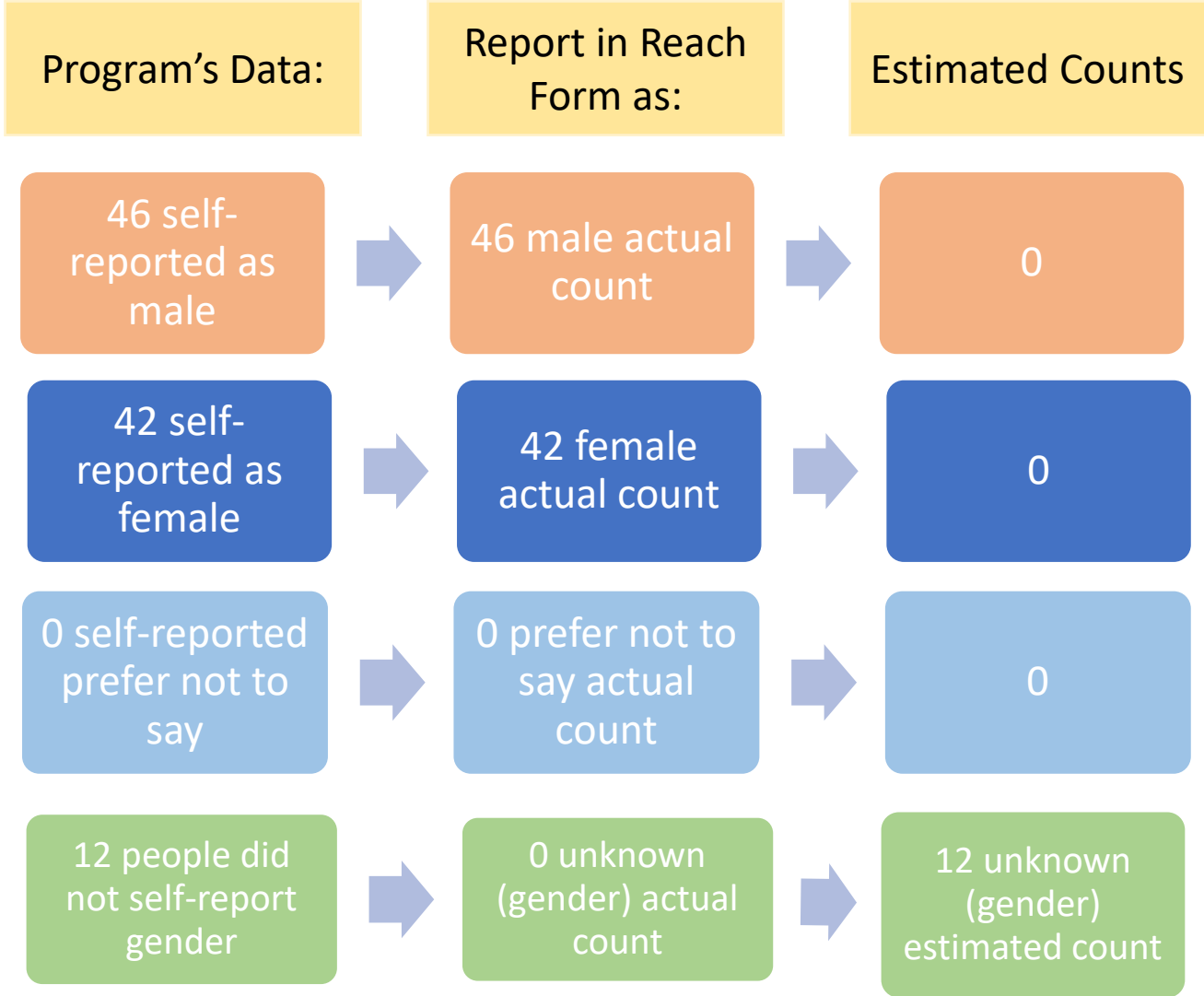Total unduplicated SNAP-Ed DE participants entered on page 2:
100 ✓

Total Esimated and Actual Reach - Gender
100 ✓
auto calculated

Reach by Gender Example 2: using estimated data

Program's Data:	Estimated Counts	Report in Reach Form as:

Program's Data:

Our program reached 100 participants.

- 75 students at school
- 25 community members.

We have no self-reported data so we will calculate estimates using school data and census data.

Estimated Counts

Student calculation. MISchool Data for our school: 51.84% male and 48.16% female
- Male student estimate count (75 x .5184) = 38.88 → **39**
- Female student estimate count (75 x .4816)= **36**

Community participant calculation. County census data: 47.4% male and 52.6% female
- Male estimate count (25 x .474) = 11.85 → **12**
- Female estimate count (25 x .526)= **13**

Totals
- Total male estimated count (39+12)= **51**
- Total female estimate count (36+13)= **49**

Report in Reach Form as:

Male - Actual count *
`0`

Male - Estimated count *
`51`

Female - Actual count *
`0`

Female - Estimated count *
`49`

Prefer not to respond - Actual count*
`0`

Prefer not to respond - Estimated count*
`0`

Unknown - Actual count*
`0`

Unknown - Estimated count*
`0`

The number displayed in the 'Total Estimated and Actual Reach - Gender' auto-c
number entered in the 'Total unduplicated SNAP-Ed DE participants' field on pa

Total unduplicated SNAP-Ed DE participants entered on page 2:
`100` ✓

Total Esimated and Actual Reach - Gender
`100` ✓
auto calculated

Reach by Ethnicity & Race

Key Notes on these Sections

- Categories align with the U.S. Census and/or FNS reporting guidance
- A person can only be counted as Hispanic/Latino **or** Not-Hispanic/Latino (Ethnicity)
- A person may identify with more than one race
- You may use actual counts and/or estimated counts for race and ethnicity.
    - Actual counts should only be reported whenever participants self-identify their race and/or ethnicity.
    - Participants are not required to report race or ethnicity. Estimated counts may be used for reporting purposes when individuals do not identify with a specific race or ethnicity.

- If estimating demographics, use existing data about the population you are serving, such as census data or school data.
- Please note that it is never appropriate to change or challenge a self-declaration made by a participant.
- Enter "0" in any empty fields.

Reach by Ethnicity

- The total unduplicated SNAP-Ed DE reach entered on page 2 **MUST MATCH** the estimated and actual reach by ethnicity.

- A person can only be counted as Hispanic/Latino **or** Not-Hispanic/Latino (Ethnicity)

- Use estimated counts in the absence of self-reported data

- Enter "0" in any empty fields.

Total DE Reach by Ethnicity

Complete this section to report the number of SNAP-Ed direct education participants for your program by ethnicity.

Please note:

- Reporting an *unduplicated count* means providing the number of unique individuals reached through your program, regardless of the number of direct education sessions or contacts.
- Both *actual counts* and *estimated counts* can be used. For ethnicity, *actual counts* should be used whenever participants self-identify. *Estimated counts* by ethnicity should be used in the absence of self-reported data.
- All fields are required, except those that are auto calculated. Enter a "0" in those fields for which there is no data.
- **Important:** The number displayed in the *'Total actual and estimated count of Hispanic/Latino and non-Hispanic/Latino SNAP-Ed participants'* auto-calculated field must be equal to the number entered in the *'Total unduplicated SNAP-Ed DE participants'* field on page 2.

Actual count of Hispanic/Latino SNAP-Ed participants *	Estimated count of Hispanic/Latino SNAP-Ed participants *	Row Total
		0
		auto calculated

Actual count of non-Hispanic/Latino SNAP-Ed participants *	Estimated count of non-Hispanic/Latino SNAP-Ed participants *	Row Total
		0
		auto calculated

Actual count of prefer not to respond (ethnicity) *	Estimated count of prefer not to respond (ethnicity) *	Row Total
		0
		auto calculated

Actual count of unknown (ethnicity) *	Estimated count of unknown (ethnicity) *	Row Total
		0
		auto calculated

Total actual count of Hispanic/Latino and non-Hispanic/Latino SNAP-Ed Participants	Total estimated count of Hispanic/Latino and non-Hispanic/Latino SNAP-Ed Participants	Total ethnicity-total reach difference
0	0	100
auto calculated	auto calculated	

Reach by Ethnicity

The number displayed in the *'Total actual and estimated count of Hispanic/Latino and non-Hispanic/Latino SNAP-Ed participants'* auto-calculated field must be equal to the number entered in the *'Total unduplicated SNAP-Ed DE participants'* field on page 2 (shown below).

Total unduplicated SNAP-Ed DE participants entered on page 2:

❌ | 100

Total actual and estimated count of Hispanic/Latino and non-Hispanic/Latino SNAP-Ed participants

❌ | 0

auto calculated

Warning: The 'Total actual and estimated count of Hispanic/Latino and non-Hispanic/Latino SNAP-Ed participants' must be equal to the total DE reach entered.

Reminder this section is where the total unduplicated SNAP-Ed DE reach entered on page 2 **MUST MATCH** the estimated and actual reach by ethnicity.

Reach by Race

- A person may identify with more than one race

- Your totals for this page do not need to match the total unduplicated reach. However, the total reach must be at least equal to or greater than the total reach reported. This is the only page where matching totals are not required because people may identify as more than one race.

- Use estimated counts in the absence of self-reported data

- Enter "0" in any empty fields.

Actual count of American Indian or Alaskan Native SNAP-Ed participants *	Estimated count of American Indian or Alaskan Native SNAP-Ed participants *	Row Total
		0
		auto calculated

Actual count of Asian SNAP-Ed participants *	Estimated count of Asian SNAP-Ed participants *	Row Total
		0
		auto calculated

Actual count of Black or African American SNAP-Ed participants *	Estimated count of Black or African American participants *	Row Total
		0
		auto calculated

Actual count of Native Hawaiian or Other Pacific Islander SNAP-Ed participants *	Estimated count of Native Hawaiian or Other Pacific Islander SNAP-Ed participants *	Row Total
		0
		auto calculated

Actual count of White SNAP-Ed participants *	Estimated count of White SNAP-Ed participants *	Row Total
		0
		auto calculated

Actual count of prefer not to respond (race) *	Estimated count of prefer not to respond (race) *	Row Total
		0
		auto calculated

Actual count of unknown (race) *	Estimated count of unknown (race) *	Row Total
		0
		auto calculated

Total actual count SNAP-Ed Partipants (race)	Total estimated count SNAP-Ed Partipants (race)	Row Total
0	0	0
auto calculated	auto calculated	auto calculated

Reach by Race Example

For example, our program had no self-reported data so we will use estimated counts. In total we reached 225 participants:
- 150 elementary students
- 75 adults in classes taught in Detroit

Our elementary school data (shared with us):

- 1% American Indian or Alaskan Native
(.01 x 150 participants) = 1.5 → **2 participants**
- 2% Asian
(.02 x 150 participants) = **3 participants**
- 53% Black or African American
(.53 x 150 participants)= 79.5 → **80 participants**
- 0% Native Hawaiian or Other Pacific Island
(0 x 150 participants) = **0**
- 44% White
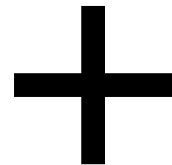(.44 x 150 participants) = **66 participants**

Estimated elementary student race demographics

+

Using Census data for the city of Detroit:

- 0% American Indian or Alaskan Native
(0 x 75 participants) = **0 participants**
- 2% Asian
(.02 x 75 participants) =1.5 → **2 participants**
- 76% Black or African American
(.76 x 75 participants)= **57 participants**
- 0% Native Hawaiian or Other Pacific Island
(0 x 75 participants) = **0**
- 11% White
(.11 x 75 participants) = 8.25 → **8 participants**

Estimated adult participant race demographics

+

Actual count of American Indian or Alaskan Native SNAP-Ed participants *	Estimated count of American Indian or Alaskan Native SNAP-Ed participants *
0	2

Actual count of Asian SNAP-Ed participants *	Estimated count of Asian SNAP-Ed participants *
0	5

Actual count of Black or African American SNAP-Ed participants *	Estimated count of Black or African American participants *
0	137

Actual count of Native Hawaiian or Other Pacific Islander SNAP-Ed participants *	Estimated count of Native Hawaiian or Other Pacific Islander SNAP-Ed participants *
0	0

Actual count of White SNAP-Ed participants *	Estimated count of White SNAP-Ed participants *
0	74

Actual count of prefer not to respond (race) *	Estimated count of prefer not to respond (race) *
0	0

Actual count of unknown (race) *	Estimated count of unknown (race) *
0	0

Explanation of Estimated Counts

If you reported actual counts for every category, then you don't have to complete this field.

For **estimated counts in a particular category** (age, gender, race, ethnicity), please describe the methods to determine the number of individuals in that category. Explanation of estimation method(s) - 3,000 character limit

Explanation of estimation method(s) - 3,000 character limit

If you have entered any numbers in any of the 'estimated count' boxes, provide an explanation of the estimation method(s) used for each category.

3000/3000

Save and Resume Later

Mode of Delivery - 2

Direct Education - Mode of Delivery

How was direct education delivered? (select all that apply) *

☑ In person (i.e., instructors and participants are in the same phyiscal space at the same time)

☑ Virtual, live online (i.e., instructors and participants are in the same virtual space at the same time)

☑ Virtual, interactive multimedia (i.e., participants engage with content at their own pace)

How many total sessions were delivered in person? *

How many total sessions were delivered virtually? *

Based on the delivery method selected one or more of the following questions will display

Session vs. Series

Session: Single, face-to-face interaction where DE is provided.

Series: Group of multiple sessions during which a complete DE intervention is delivered.

In other words, think of a 'session' as a single class and a 'series' as a set of classes that (as a whole) make up an intervention.

Report the **actual** number of sessions delivered even if this number is different than the *planned* number of sessions. For example, if you originally offered a 6-session class but had to cancel the series after the second session (e.g., due to low attendance), you should report this as a 2-session series.

Report on **ALL** your DE interventions across your program.

Mode of Delivery - Example

For example, in FY24 our program delivered the following:

- 3 series of Discover MyPlate (DMP) in person. 6 sessions (lessons) in a series

- 1 series of Fork & the Road virtual, live. 5 sessions (lessons) in this series

- 2 series of Fork & the Road in person. 8 sessions (lessons) in a series

Direct Education - Mode of Delivery

How was direct education delivered? (select all that apply) *

☑ In person (i.e., instructors and participants are in the same phyiscal space at the same time)

☑ Virtual, live online (i.e., instructors and participants are in the same virtual space at the same time)

☐ Virtual, interactive multimedia (i.e., participants engage with content at their own pace)

How many total sessions were delivered in person? *

34

How we calculated total sessions in person:
3 series of DMP x 6 sessions each = **18 sessions**
2 series of Fork & the Road x 8 sessions each = **16 sessions**
Total in person sessions = (18 + 16) = 34 sessions

How many total sessions were delivered virtually? *

5

How we calculated total sessions virtual, live:
1 series of Fork & the Road x 5 sessions = **5 sessions**

Mode of Delivery – Calculating Sessions

Another example to calculate total sessions delivered

Program A delivered:
1. 5 series of 1 session each of Cooking Matters at the Store Tours: 4 series virtually online, 1 series in person
   a. **4 series x 1 session = 4 sessions virtual, live online**
   b. **1 series x 1 session = 1 session in person**
2. 4 series of 6 sessions each of Food Smarts Kids, but one series had a snow day and ended up with 5 sessions, all 4 in person
   a. **3 series in person x 6 sessions = 18 sessions in person**
   b. **1 series in person x 5 sessions = 5 sessions in person**

Total in person sessions: 1 CMATS + 18 Food Smarts + 5 Food Smarts = **24 Sessions in person**

Total virtual, live online sessions: 4 CMATS = **4 Sessions virtual, live online**

Indirect Channel from DE Reach

This tab is to enter indirect channel reach associated with DE. Indirect channels might include things such as:

- Electronic or hard copy handouts
- Social Media
- CSA Food Navigator
- Parent engagement activities **don't double count the students reached through DE
- Community based events

Do not include any reach from PSE.

Indirect Channel Reach From Direct Education

Enter the total indirect channel reach from direct education. This should not include any reach from PSE.

While the USDA is emphasizing direct reach, we recognize that indirect reach is a part of comprehensive programming and want to capture these efforts.

Total indirect channel reach from ALL your direct education: *

If your indirect channel reach included Farmers Market Food Navigator, what was that reach number?

Save and Resume Later

If you did Farmers Market Food Navigator (FMFN) in FY24. Include any indirect reach for that program in the second box.

If you did not do FMFN in FY24, leave blank.

Next

Complete All Four Parts

PSE Reporting

GET STARTED

Reach Report

COMING SOON

Narrative Report

COMING SOON

Financial Report

COMING SOON

Narrative Report

- Six questions total, each with a 2,000 character limit.

- You'll need the following to complete question #2:
  - FY24 Program Summary Details Workbook, Reach Summary Tab
  - Final DE reach number
  - Final PSE reach number
  - Final indirect channel reach from direct education
- We recommend drafting responses in the Final Report Narrative Outline word file.
- Submit in the form on the narrative final report page.

Tips!
- Check your character counts as indicated before copying into the Formstack
- Fully spell out any acronyms when first used before abbreviating

Narrative Report Question 2: Locating Anticipated Reach

Program Summary Workbook → Reach Summary Tab

DE Reach by Intervention

	Sum of Total DE reach	Sum of Total IC reach from DE	Sum of Total DE wIC reach
Food Smarts Kids	214	310	524
MyGarden	30	45	75
PE-Nut	79	119	198
(blank)			0
Grand Total	323	474	797

PSE Reach by Strategy

	Sum of Total PSE reach	Sum of Total IC reach from PSE	Sum of Total PSE wIC reach
PSE strategies to increase access to healthy foods	0	0	0
PSE strategies to increase access to physical activity opportunities	1,974	0	1,974
(blank)			0
Grand Total	1,974	0	1,974

Narrative Report Question 2

Compare your actual FY 2024 reach to your anticipated FY 2024 reach (from your program summary details workbook) for both DE and PSE.

What factors accelerated or limited your ability to achieve your anticipated FY 2024 reach?

DE Reach

- For anticipated DE reach: Use the total anticipated direct education reach from the Program Summary Details Workbook. Do not include IC (indirect channel) reach.
- For actual DE reach: Match what you enter in the Reach Final Report Form. Do not include IC reach.

FY24 Anticipated Direct Education Reach *

FY24 Actual DE Reach*

% of DE Reach Achieved

> 0

(auto-calculated based on anticipated and actual values entered)

PSE Reach

- For anticipated PSE reach: Use the total anticipated PSE reach from the Program Summary Details Workbook.
- For actual PSE reach: Use the M2HL PSE reach & Maintained changes PSE Reach (if applicable).

FY24 Anticipated PSE Reach*

FY24 Actual PSE Reach*

% of PSE Reach Achieved

> 0

(auto-calculated based on anticipated and actual values entered)

Indirect Channel Reach from Direct Education

- For anticipated indirect channel reach from direct education: Use the total anticipated indirect channel reach from direct education from the Program Summary Details Workbook.
- For actual indirect channel reach from direct education: Match what you entered in the Reach Final Report Form. Do not include actual direct education reach.

FY24 Anticipated Indirect Channel Reach from DE*
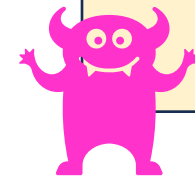
FY24 Actual Indirect Channel Reach from DE*

% of Indirect Channel Reach from DE Achieved

> 0

(auto-calculated based on anticipated and actual values entered)

4. What factors accelerated or limited your ability to achieve your anticipated FY 2024 reach? (2,000 character limit, including spaces)

Financial Report

1. Finance report form submitted online
2. Attach the Equipment inventory form with the finance report

Final invoice for FY 2024 is due 10/8

Questions