

## Continuation Report

- Report indicating successful completion of all deliverables, quality of program and program performance, as well as budgets for next grant year. Due in May.

Steps to complete a continuation report:

- Be sure entire form is completed according to directions.
- Be sure it is signed.
- Be sure you have attached documentation where indicated, if applicable.
- Make certain all data is correct and complete.
- Submit to DESE office no later than due date specified- must be received in office and not postmarked. Email is not acceptable.
- **Upon submission, DESE will review requests and data and notify programs of any concerns or out of compliance areas. Once budgets are approved, copies will then be mailed to the authorized representative and the primary grant contact person.**

NOTES:

- Continuation Reports will NOT be approved until the Final Expenditure Report (FER) has been submitted and approved.
- It is possible that you can type within these continuation report since it is created in Word. However, you are *not allowed* to alter the design, layout, page breaks, etc. Therefore, it may not be possible to type directly in this document. As indicated, we suggest you print the forms as they appear and write your responses in the spaces provided, or you carefully type/copy/cut/paste your responses in the spaces as provided **without** altering the format, space size, etc. Any altered forms will be returned.
- The DESE uses Microsoft Windows and Internet Explorer. The report may look different for those using other programs/devices such as Chrome, Apple, etc.

Revised October 2, 2017