OFFICE OF SPECIAL EDUCATION PROGRAMS

FISCAL YEAR 2006

GRANT PERFORMANCE REPORT

FOR

CONTINUATION FUNDING

84.323A

U.S. DEPARTMENT OF EDUCATION - OFFICE OF SPECIAL EDUCATION & REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202

TABLE OF CONTENTS

Dear Colleague Letter 1

Instructions for Submitting e-Reports 5

ED 524B Instructions 6

ED 524B Form 15

UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

February 6, 2006

Dear Colleague:

It is that time of the year when recipients of U.S. Department of Education (ED) multi-year grants are asked to prepare and submit a report of their activities and performance in order to receive continued funding. For those in their first year of funding, the reported activities are only expected for the few months from the beginning of the grant to several weeks prior to the due date. For all others, the reporting period will be from the end of the previous annual performance report period to several weeks prior to the due date. The specific dates are detailed below.

Enclosed please find the forms and instructions for the ED Grant Performance Report (ED 524B). In accordance with the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.253, recipients of multi-year discretionary grants must submit an annual performance report demonstrating that substantial progress has been made towards meeting the approved objectives of the project. In addition, discretionary grantees are required to report on their progress towards meeting the performance measures established for the ED grant program, as required, and any project-specific performance measures that were included in the grantees' approved grant applications.

The ED 524B reporting format is intended to assist grantees in quality reporting of financial and performance data and to facilitate the review and analysis of grantee data. Please read the instructions and forms for the ED 524B carefully before completing and submitting your annual performance report. The performance measures for the program have been approved within the Department, some are the same or similar to measures for which you have collected data in the past while others may be new to you. If you are able to provide quantitative data for the program measures, please do so. In some instances, due to the new measures and reporting forms, you may only be able to provide narrative data. If you have any questions about completing the forms, please do not hesitate to contact your ED project officer.

THE ED 524B FORM:

- The ED 524B consists of a five-page form. All requested information must be reported in the appropriate section and page, according to the instructions.
- Your Business Office must complete all financial data, including budget expenditure data and indirect cost information. Please allow sufficient time for your Business Office to provide you with this information in order to meet the performance report due date.
- When reporting on quantitative performance measures, you are required to report on the targets (e.g. benchmarks or goals) that you established in your approved grant application for each budget period, as well as your actual performance data for the budget period. Quantitative performance measures data must be reported in a specific format in Section A of the Project Status Chart. Please read these instructions carefully. If you did not establish targets in your approved grant application, please provide detailed narrative information and a plan of how you will be able to provide this information in future grant performance reports. If you did not

establish targets in your approved grant application, but have established those targets after the award either in consultation with your project officer or by identifying how you planned to provide this information in your previous annual performance report, please provide the data accordingly.

- When reporting on your project objectives, each must now be aligned or associated with at least one of the program performance measures [see Section A of the Project Status Chart]. If you did not establish this alignment in your approved grant application or are having difficulty doing so in your performance report, please provide detailed narrative information indicating that you are making progress toward meeting your project objectives and present a plan of how you will be able to provide this alignment in future grant performance reports. Please note that when establishing this alignment between project objectives and performance measures, the Office of Special Education Programs (OSEP) neither expects you to redesign your approved grant application nor should you make changes to your approved objectives or scope of work.
- **For continuing State Improvement/State Personnel Development grantees**, your annual performance report must be submitted to ED by **June 6, 2006**. The reporting period [see item 7 of the ED 524B Cover Sheet] for this report is from the date of your last continuation report through 30 days before the due date of this report.
- **For those grantees in their first budget period, please read carefully** the special instructions (included in the instructions for Section A of the Project Status Chart) regarding collecting and reporting baseline data for performance measures and establishing and reporting on targets for meeting their performance measures. The reporting period [see item 7 of the ED 524B Cover Sheet] for this report is from the start of your current budget period through 30 days before the due date of this report. Your annual performance report must be submitted to ED by **June 6, 2006**.
- The State Improvement/State Personnel Development Grant Program participates in e-Reports, ED's electronic performance reporting initiative. Although your participation with e-Reports is voluntary, you are strongly encouraged to complete and submit your ED 524B through this system available at http://e-Grants.ed.gov. Please note that the ED 524B was specifically designed to be completed and submitted electronically. For example, narrative text blocks, which may contain a large quantity of text, are expandable in e-Reports and basic grantee identifying information is pre-populated. Further, the electronic submission of data will facilitate aggregation and analysis of grantee data by ED. Please see the enclosed "**Using the ED 524B and Participating with e-Reports**" for information on getting started in e-Reports.

If you are submitting a paper copy of the ED 524B, please submit the original and one copy along with a diskette or CD containing a copy of your report to the following address:

Regular postal service:
U.S. Department of Education
Office of Special Education and Rehabilitative Services
Attn: Joyce Toye, Room PCP-5062
400 Maryland Avenue, SW
Washington, DC 20202-2550

Hand delivery or parcel service:
U.S. Department of Education
Attn: Joyce Toye, Mail Stop 2550
7100 Old Landover Road
Landover, MD 20785-1506

- All performance measures data must be reported in Section A of the Project Status Chart. Performance measures are to be categorized as PROGRAM or PROJECT measures in Section A, as appropriate.
- OSEP has organized its performance measures from both the Government Performance and Results Act (GPRA) and the program measures into one set of measures. On the form, please select **Program Measure** for all OSEP measures. You will also notice that some of the measures are designed to measure the entire program. You will only be addressing how your specific project contributes to that measure and OSEP will be responsible for any additional aggregation of data across projects.

The performance measures for the State Personnel Development Grant Program that you are required to report are:

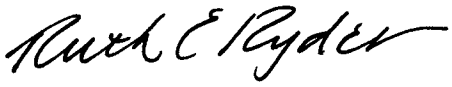
- **Program Performance Measure #1**: The percent of personnel receiving professional development through the SPDG based on scientific-or evidence-based instructional practices.
- **Program Performance Measure #2**: The percentage of SPDG projects that have implemented personnel development/training activities that are aligned with improvement strategies identified in their State Performance Plan (SPP).
- **Program Performance Measure #3**: The percentage of professional development/training activities provided through the SPDG based on scientific-or evidence-based instructional/behavioral practices.
- **Program Performance Measure #4**: The percentage of professional development/training activities based on scientific-or evidence-based instructional/behavioral practices, provided through the SPDG, that are sustained through on-going and comprehensive practices (e.g., mentoring, coaching, structured guidance, modeling, continuous inquiry, etc.).
- **Program Performance Measure #5:** In States with SPDG projects that have special education teacher retention as a goal, the Statewide percentage of highly qualified special education teachers in State identified professional disciplines (e.g., teachers of children with emotional disturbance, deafness, etc.) who remain teaching after the first three years of employment.

In addition, you are required to report on any project-specific performance measures that you established in your approved grant application. Traditionally, OSEP continuation reports have consisted primarily of reporting this type of project-specific measures.

- In item 11a of the ED 524B Cover Sheet, you must indicate whether complete data on performance measures for the current budget period is included with your performance report. Because your annual performance report is due before the end of your current budget period, complete performance measures data will not be available when you submit this report. Please report the available performance measures data for the current reporting period to date when you submit this report. OSEP will expect complete data to be submitted in the form as part of the final report that is submitted no later than 90 days following the end of the grant period.
- In item 11b, please indicate when the complete data will be available and submitted to ED (i.e. the date equal to 90 days following the end of the grant performance period).

Please do not hesitate to contact your project officer if you have any questions regarding the preparation and submission of your annual performance report or the requirements listed in the ED 524B form. Your project officer's name and contact information appears on your grant award document.

Sincerely,



Ruth E. Ryder
Director
Monitoring and State Improvement Planning Division
Office of Special Education Programs

Enclosures: Instructions for Submitting e-Reports
ED 524B Instructions
ED 524B Form

Using the ED 524B and Participating with e-Reports

e-Reports allows grantees to electronically complete and submit their annual performance reports (ED 524B) via the Internet. Feedback from e-Reports' participants will allow the Department to modify the software for further implementation in FY 2006. While your participation is voluntary we strongly encourage you to take advantage of this unique opportunity. Please note that the most recent approved version of the ED 524B was specifically designed to facilitate electronic submission of data - for example, text blocks, which are limited on the paper copy form are expandable in e-Reports.

Outlined below are the steps to follow to electronically complete the Grant Performance Report Cover Sheet (ED Form 524-B), upload related narratives and submit the report via the Internet:

- Access the Department of Education's e-Grants portal page by using the following website: http://e-Grants.ed.gov
- After reading the statement on the screen, click the "continue" button.
- Select e-Reports.
- Register/Log in
    - If this is your first time accessing e-Reports, click the "register" button to establish a user name and password.
        - If you are the project director, you will need to add your name and grantee DUNS number as they appear on your last Grant Award Notification document. This will give you access to the appropriate Grant Performance Report.
        - If your name does not appear as the project director on your last Grant Award Notification, before proceeding you will need to contact your Education Program Contact (i.e., Project Officer). The telephone number for that person is included in Block 3 of your last Grant Award Notification.
    - If you already have a user name and password for e-Reports, use them to log in. If you have forgotten your username and/or password, click on the "I forgot my username/password" link and follow the on screen instructions.
- Review and update the information already completed for you on the ED 524B.
- After submission of your report, print a copy of the completed Grant Performance Report Cover Sheet (ED 524B). Sign the form. **Fax the signed form to Joyce Toye at 202-245-7635 within three business days after electronic submission of your Grant Performance Report.**

If you have any problems while processing your grant performance report through e-Reports, a hotline staff is available to assist you. The hotline can be reached by calling the following toll-free number: (888)-336-8930 (TTY: 1-800-897-8402, local 202-401-8363). Hours of operation: 8am-6pm EST M-F.

INSTRUCTIONS FOR GRANT PERFORMANCE REPORT (ED 524B)

PURPOSE

Recipients of multi-year discretionary grants must submit an annual performance report for each year funding has been approved in order to receive a continuation award. The annual performance report should demonstrate whether substantial progress has been made toward meeting the project objectives and the program performance measures. The information described in these instructions will provide the U.S. Department of Education (ED) with the information needed to determine whether recipients have demonstrated substantial progress. ED program offices may also require recipients of "forward funded" grants that are awarded funds for their entire multi-year project up-front in a single grant award to submit the Grant Performance Report (ED 524B) on an annual basis. In addition, ED program offices may also require recipients to use the ED 524B to submit their final performance reports. Performance reporting requirements are found in 34 CFR 74.51, 75.118, 75.253, 75.590 and 80.40 of the Education Department General Administrative Regulations (EDGAR).

GENERAL INSTRUCTIONS

- Please read the attached "Dear Colleague Letter" from your program office carefully. It contains specific instructions for completing the ED 524B for your program.

- You must submit the ED 524B Cover Sheet, Executive Summary, and Project Status Chart. You may reference sections and page numbers of your approved application rather than repeating information.

- Please follow the appropriate instructions depending on whether you are submitting an annual performance report or a final performance report.

- If you are submitting a paper copy of the ED 524B, please submit one original and one copy. ED program offices will notify grant recipients of the due date for submission of annual performance reports; however, general guidelines are provided below in the instructions for ED 524B Cover Sheet, item 7. Reporting Period. Final performance reports are due 90 days after the expiration of the grant's project period (performance period).

  Note: For the purposes of this report, the term "project period" is used interchangeably with the term "performance period," which is found on the Grant Award Notification (GAN).

- Many programs provide grantees with the option of completing and submitting the ED 524B online through e-Reports. Please follow instructions from your program office regarding the use of e-Reports for submitting your ED 524B.

- For those programs that operate under statutes or regulations that require additional or different reporting for performance or monitoring purposes, ED program offices will inform you when this additional or different reporting should be made.

INSTRUCTIONS FOR THE ED 524B COVER SHEET

Complete the ED 524B Cover Sheet with the appropriate information. Instructions for items 1, 3, 4 and 6 are included on the ED 524B Cover Sheet. Instructions for items 2 and 5 and items 7 through 12 are included in this instruction sheet.

2. Grantee NCES ID Number

-- Annual and Final Performance Reports:

Please enter the current National Center for Education Statistics (NCES) ID number of the grantee. Grantees that are State Educational Agencies (SEA) should enter their state's FIPS (Federal Information Processing Standards) code in item 2. Item 2 only applies to grantees that are Institutions of Higher Education (IHE), SEAs, Local Educational Agencies (LEA), public libraries, and public, charter, and private elementary or secondary schools. Leave blank, if this item is not applicable.

Please go to the applicable website listed below to obtain the grantee's NCES ID number or FIPS code. Depending on your organization type, this number will range from 2 to 12 numeric digits.

- IHEs (IPEDS ID); Public Libraries (Library ID); and Public, Charter and Private Schools (NCES School ID): http://nces.ed.gov/globallocator
- LEAs (NCES District ID): http://nces.ed.gov/ccd/districtsearch/
- SEAs (FIPS code): To obtain your state's FIPS code, please search on any public school district in your state at: http://nces.ed.gov/ccd/districtsearch/. **The FIPS code is the first two digits of the NCES District ID number for any public school district in a state.**

Note: Newly established organizations that do not have an NCES ID number yet should leave item 2 blank. However, once the organization's NCES ID number has been established, it must be entered on all future submissions of the ED 524B.

5. Grantee Address

Instructions for Submitting Address Changes

-- Annual and Final Performance Reports:

If the address that is listed in Block 1 of your GAN has changed and you are submitting a paper copy of the ED 524B, either submit the new address in Section C (Additional Information) of the Project Status Chart or submit the change through e-Administration (annual performance reports only), the administrative action function of e-Grants.

If you are submitting the ED 524B electronically through e-Reports, you may update your address in e-Reports.

7. Reporting Period

-- Annual Performance Reports:

Due Date: Annual performance reports are typically due seven to ten months after the start of the grant's current budget period. Please follow instructions from your program office regarding the specific due date of the annual performance report for your grant.

The reporting period for the annual performance report is from the start of the current budget period through 30 days before the due date of the report. The start date for your current budget period may be found in Block 6 of the GAN. Please note, however, that complete data on performance measures for the current budget period must be submitted to ED, either with this report or as soon as they are available, but no later than the final due date specified by your ED program office. Please see instructions for items 11a. and 11b. of the ED 524B Cover Sheet and Section A (Project Objectives Information and Related Performance Measures Data) of the Project Status Chart for specific reporting requirements for performance measures data.

-- Final Performance Reports:

Due Date: Final performance reports are due 90 days after the expiration of the grant's project period. If you receive a no-cost time extension from ED for this grant, the final performance report is due 90 days after the revised project period end date. Program offices may also request an annual performance report that covers the original final budget period from grantees that receive no-cost time extensions.

Please enter the start and end date for the final budget period of your grant from Block 6 of the GAN. The reporting period for your final performance report covers the entire final budget period of the project, except for the information in the Executive Summary and Section C (Additional Information) of the Project Status Chart, which covers the entire project period (performance period) of the project.

8. Budget Expenditures [Also See Section B (Budget Information) of the Project Status Chart]

The budget expenditure information requested in items 8a. – 8c. must be completed by your Business Office.

Note: For the purposes of this report, the term budget expenditures means allowable grant obligations incurred during the periods specified below. (See EDGAR, 34 CFR 74.2; 75.703; 75.707; and 80.3, as applicable.)

For budget expenditures made with Federal grant funds, you must provide an explanation in Section B (Budget Information) of the Project Status Chart, if you have not drawn down funds from the Grant Administration and Payment System (GAPS) to pay for these budget expenditures.

--Annual Performance Reports:

- Report your actual budget expenditures for the ***entire previous budget period*** in item 8a. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire previous budget period.

  Note: If you are reporting on the first budget period of the project, leave item 8a. blank.

- Report your actual budget expenditures for the ***current budget period to date*** (i.e., through 30 days before the due date of this report) in item 8b. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the current budget period to date.

--Final Performance Reports:

- Report your actual budget expenditures for the ***entire previous budget period*** in item 8a. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire previous budget period.

- Report your actual budget expenditures for the ***entire final budget period*** in item 8b. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire final budget period.

- Report your actual budget expenditures for the ***entire project period (performance period)*** in item 8c. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire project period. Your project period (performance period) start and end dates are found in Block 6 of the GAN.

9. Indirect Costs

The indirect cost information requested in Items 9a. – 9d. must be completed by your Business Office.

--Annual and Final Performance Reports:

- Item 9a -- Please check "yes" or "no" in item 9a. to indicate whether or not you are claiming indirect costs under this grant.
- Item 9b. -- If you checked "yes" in item 9a., please indicate in item 9b. whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.
- Item 9c. -- If you checked "yes" in item 9b., please indicate in item 9c. the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, please indicate whether ED or another Federal agency

(Other) issued the approved agreement. If you check "Other," please specify the name of the Federal agency that issued the approved agreement. *For final performance reports only*, check the appropriate box to indicate the type of indirect cost rate that you have – Provisional, Final, or Other. If you check "Other," please specify the type of indirect cost rate.

- Item 9d. – For grants under Restricted Rate Programs (EDGAR, 34 CFR 75.563), please indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in EDGAR, 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

10. Annual Institutional Review Board (IRB) Certification

--Annual Performance Reports Only:

Annual certification is required if Attachment HS1, Continuing IRB Reviews, was attached to the GAN. Attach the IRB certification to the ED 524B as instructed in Attachment HS1.

11. Performance Measures Status

--Annual Performance Reports:

Please check "yes" or "no" in item 11a. to indicate whether *complete* data on performance measures for the current budget period are included in this report in Section A of the Project Status Chart. If no, please indicate in item 11b. the date when the information will be available and submitted to ED. Complete data must be submitted for any performance measures established by ED for the grant program (included in the attached "Dear Colleague Letter") and for any project specific performance measures that were included in your approved application.

If *complete* data on performance measures for the entire current budget period have not been obtained when you submit the ED 524B, please submit *available* data for the budget period to date with this report, unless instructed otherwise by your program office. *Complete performance measures data for the current budget period should be submitted by the date you indicated in item 11b.*

Note: Your program office will inform you of the *final date* by which performance measures data must be submitted to the Department for this program.

-- Final Performance Reports:

You must check "yes" in item 11a. Complete data on performance measures for the final budget period *must* be submitted with the final performance report in Section A of the Project Status Chart. Leave item 11b. blank.

Complete data *must* be submitted for any performance measures established by ED for the grant program (included in the attached "Dear Colleague Letter") and for any project-specific performance measures that were included in your approved grant application.

12. Certification

--Annual and Final Performance Reports:

The grantee's authorized representative must sign the certification for the ED 524B. If the grantee has any known internal control weaknesses concerning data quality (as disclosed through audits or other reviews), this information must be disclosed under Section C (Additional Information) of the Project Status Chart as well as the remedies taken to ensure the accuracy, reliability, and completeness of the data.

INSTRUCTIONS FOR THE EXECUTIVE SUMMARY

--Annual and Final Performance Reports:

Provide a one to two page Executive Summary for *annual performance reports* and a two to three page Executive Summary for *final performance reports*. Provide highlights of the project's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. Include the population served, if appropriate.

Note: The Executive Summary for *final performance reports* covers the ***entire project period.***

INSTRUCTIONS FOR THE PROJECT STATUS CHART

General Instructions for Section A -- Project Objectives Information and Related Performance Measures Data

-- Annual and Final Performance Reports:

In your approved grant application, you established project objectives stating what you hope to achieve with your funded grant project. Generally, one or more performance measures were also established for each project objective that serve to demonstrate whether you have met or are making progress towards meeting each project objective. In addition to project-specific performance measures that you may have established in your approved grant application, performance measures may have been established by ED for the grant program [included in the attached "Dear Colleague Letter"] that you are required to report on.

In Section A of the Project Status Chart, you will report on the results to date of your project evaluation as required under EDGAR, 34 CFR 75.590. According to the instructions below, for each project objective included in your approved grant application, provide quantitative and/or qualitative data for each associated performance measure and a description of preliminary findings or outcomes that demonstrate that you have met or are making progress towards meeting the performance measure. You will also explain how your data on your performance measures demonstrate that you have met or are making progress towards meeting each project objective.

Note: Complete data *must* be submitted for any performance measures established by ED for the grant program (included in the attached "Dear Colleague Letter") and for any project-specific performance measures that were included in your approved grant application.

For Annual Performance Reports: If *complete* data on performance measures for the entire current budget period have not been obtained when you submit the ED 524B, please submit *available* data for the budget period to date with this report, unless instructed otherwise by your program office. *Complete performance measures data for the current budget period should be submitted by the date you indicated in item 11b on the ED 524B Cover Sheet.*
Your program office will inform you of the *final date* by which performance measures data must be submitted to the Department for this program.

For Final Performance Reports: Complete data on performance measures for the final budget period *must* be submitted with the final performance report.

For final performance reports, the information in Section A of the Project Status Chart covers the final budget period of the grant. Additional questions for final performance reports covering the entire project period are found in the instructions for Section C of the Project Status Chart.

Instructions for Section A

Project Objective:

Enter each project objective that is included in your approved grant application. Only one project objective should be entered per row. Project objectives should be numbered sequentially, i.e., 1., 2., 3., etc.

Update Box
If instructed by your program office in the attached "Dear Colleague Letter," please provide an update on the status of your project objectives for any period of time that you did not report on in your previous annual performance report.

Check the "Update Box" next to each project objective for which you are providing an update. Do not check the "Update Box" if you are reporting on a project objective for the current reporting period. If you are providing a status update on your project objectives for the previous budget period and reporting on those same objectives for the current reporting period, please use separate pages (Section A) to separate previous and current information.
Do not combine information for the previous budget period and for the current reporting period on the same page.

Example: Last year's annual performance report covered 8 months of the previous budget period. The program office requests that you report on the status of your project objectives for the last 4 months of the previous budget period in this annual performance report.

- **Performance Measure:**

For each project objective, enter each associated performance measure. There may be multiple performance measures associated with each project objective. Enter only one performance measure per row. Each performance measure that is associated with a particular project objective should be labeled using an alpha indicator. Example: The first performance measure associated with project objective "1" should be labeled "1.a.," the second performance measure for project objective "1" should be labeled "1.b.," etc.

- **Measure Type:**

For each performance measure you are reporting on, enter the type of performance measure. Enter one (1) of the following measure types: **GPRA; PROGRAM; or PROJECT.**

The specific measures established by ED for the grant program that you are required to report on are included in the attached "Dear Colleague Letter." The measure type is also specified.

There are two types of measures that ED may have established for the grant program:

1. **GPRA:** Measures established for reporting to Congress under the Government Performance and Results Act; and
2. **PROGRAM:** Measures established by the program office for the particular grant competition.

In addition, report on any project-specific performance measures **(PROJECT)** that you, the grantee, established in your approved grant application to meet your project objectives.

- **Quantitative Data:**

Target and Actual Performance Data
Provide the target you established for meeting each performance measure and provide actual performance data demonstrating progress towards meeting or exceeding this target. Only quantitative (numeric) data should be entered in the Target and Actual Performance Data boxes.

The Target and Actual Performance Data boxes are each divided into three columns: **Raw Number; Ratio; and Percentage (%).**

For performance measures that are stated in terms of a single number (e.g., the number of workshops that will be conducted or the number of students that will be served), the target and actual performance data should be reported as a single number under the **Raw Number column** (e.g., **10** workshops or **80** students). Please leave the **Ratio and Percentage (%) columns** blank.

For performance measures that are stated in terms of a percentage (e.g., percentage of students that attain proficiency), complete both the **Ratio column** and the **Percentage (%) column**. Please leave the **Raw Number column** blank.

In the **Ratio column** (e.g., **80/100**), the numerator represents the numerical target (e.g., the number of students that are expected to attain proficiency) or actual performance data (e.g., the number of students that attained proficiency), and the denominator represents the universe (e.g., all students served). Please enter the corresponding percentage (e.g., **80%**) in the **Percentage (%) column**.

If the collection of quantitative data is not appropriate for a particular performance measure, please leave the Target and Actual Performance Data boxes blank and provide an explanation and any relevant qualitative data for the performance measure in the block entitled, **Explanation of Progress**.

Note: If you are using weighted data, please indicate how the data are weighted in the block entitled, **Explanation of Progress.**

Special instructions for grants in their first budget period: If baseline data for a performance measure were not included in your approved application and targets were not set for the first budget period, then enter either the number **999** under the **Raw Number column** or the ratio **999/999** under the **Ratio column** of the **Target box**, depending on how your data will be reported in the future. The **999** or **999/999** indicates that baseline data are being collected on the measure during the first budget period and targets have not yet been set. Unless otherwise instructed by your program office in the attached "Dear Colleague Letter," report baseline data collected during the first budget period under either the **Raw Number column** or the **Ratio and Percentage (%) columns** of the **Actual Performance Data box,** as appropriate. After baseline data have been collected during the first budget period, grantees are expected to set targets for the second and any subsequent budget periods and report actual performance data in their annual performance reports.

- **Explanation of Progress (Includes Qualitative Data and Data Collection Information):**

1. For each project objective and associated performance measures, indicate what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Clearly identify and explain any deviations from your approved evaluation plan, including changes in design or methodology, or the individual or organization conducting the evaluation.

2. Based on your data, provide a description of preliminary findings or outcomes, including information to show whether you are making progress towards meeting each performance measure. Further, indicate how your performance measures data show that you have met or are making progress towards meeting the stated project objective. In your discussion, provide a brief description of your activities and accomplishments for the reporting period that are related to each project objective.

3. If expected data were not attained, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

4. Indicate how you used your data and information from your evaluation to monitor the progress of your grant, and if needed, to make improvements to your original project plan (e.g., project activities and milestones) which are consistent with your approved objectives and scope of work.

Instructions for Section B – Budget Information

-- Annual and Final Performance Reports:

- Report budget expenditure data in items 8a. – 8c. of the ED 524B Cover Sheet, as applicable. Please follow the instructions for completing items 8a. – 8c. included in this instruction sheet.

- For budget expenditures made with Federal grant funds, you must provide an explanation if funds have not been drawn down from GAPS to pay for the budget expenditure amounts reported in items 8a. – 8c of the ED 524B Cover Sheet.

- Provide an explanation if you ***did not*** expend funds at the expected rate during the reporting period.

- Describe any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives.

- Describe any significant changes to your budget resulting from modification of project activities.

-- Annual Performance Reports Only:

- Do you expect to have any unexpended funds at the end of the current budget period? If you do, explain why, provide an estimate, and indicate how you plan to use the unexpended funds (carryover) in the next budget period.

- Describe any anticipated changes in your budget for the **next** budget period that require prior approval from the Department (see EDGAR, 34 CFR 74.25 and 80.30, as applicable).

Instructions for Section C – Additional Information

-- Annual Performance Reports Only:

- If applicable, please provide a list of current partners on your grant and indicate if any partners changed during the reporting period. Please indicate if you anticipate any change in partners during the next budget period. If any of your partners changed during the reporting period, please describe whether this impacted your ability to achieve your approved project objectives and/or project activities.

- *If instructed by your program office*, please report on any statutory reporting requirements for this grant program.

- Describe any changes that you wish to make in the grant's activities for the next budget period that are consistent with the scope and objectives of your approved application.

- If you are requesting changes to the approved key personnel listed in Block 4 of your GAN for the next budget period, please indicate the name, title and percentage of time of the requested key personnel. Additionally, please attach a resume or curriculum vitae for the proposed key personnel when you submit your performance report.

  Note: Do not report on any key personnel changes made during the current or previous budget period(s). Departmental approval must be requested and received prior to making key personnel changes.

- Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project.

-- Final Performance Reports Only:

(This information covers the entire project period.)

Note: All grantees submitting a final performance report must answer question 1. The attached "Dear Colleague Letter" specifies any additional questions that you must answer from the list below, if any.

1. Utilizing your evaluation results, draw conclusions about the success of the project and its impact. Describe any unanticipated outcomes or benefits from your project and any barriers that you may have encountered.

2. What would you recommend as advice to other educators that are interested in your project? How did your original ideas change as a result of conducting the project?

3. If applicable, describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results.

4. Report on any statutory reporting requirements for this grant program.

Paperwork Burden Statement
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890 –0004**. The time required to complete this information collection is estimated to average 22 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate (s) or suggestions for improving this form, please write to: U. S. Department of Education, Washington, D.C. 2020-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

U.S. Department of Education
Grant Performance Report Cover Sheet (ED 524B)

OMB No. 1890-0004
Exp. 10-31-2007

Check only one box per Program Office instruction.

[ ] Annual Performance Report [ ] Final Performance Report

General Information

1. PR/ Number #: _____
(Block 5 of the Grant Award Notification - 11 Characters.)

2. NCES ID#: _____
(See Instructions - Up to 12 Characters.)

3 Project Title: _____
(Enter the same title as on the approved application.)

4. Grantee Name *(Block 1 of the Grant Award Notification)*: _____

5. Grantee Address *(See Instructions.)*

6. Project Director Name: _____ Title: _____
Ph #: ( ) ____ - _____ Ext: ( ) Fax # : ( ) _____ - _____
Email Address: _____

Reporting Period Information *(See Instructions.)*

7. Reporting Period: From: ___/___/___ To: ___/___/___ (mm/dd/yyyy)

Budget Expenditures *(To be completed by your Business Office. See instructions. Also see Section B.)*

8. Budget Expenditures

	Federal Grant Funds	**Non-Federal Funds** ***(Match/Cost Share)***
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period *(For Final Performance Reports only)*		

Indirect Cost Information *(To be completed by your Business Office. See instructions.)*

9. Indirect Costs
   a. Are you claiming indirect costs under this grant? ___Yes ___No
   b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government? ___Yes ___No
   c. If yes, provide the following information:
      Period Covered by the Indirect Cost Rate Agreement: From: ___/___/___ To: ___/___/___ (mm/dd/yyyy)
      Approving Federal agency: ___ED ___Other *(Please specify)*: _____
      Type of Rate *(For Final Performance Reports Only)*: ___ Provisional ___ Final ___ Other *(Please specify)* ____
   d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
      ___ Is included in your approved Indirect Cost Rate Agreement?
      ___ Complies with 34 CFR 76.564(c)(2)?

Human Subjects *(See Instructions.)*

10. Annual Certification of Institutional Review Board (IRB) Approval? ___Yes ___No ___N/A

Performance Measures Status and Certification *(See Instructions.)*

11. Performance Measures Status
   a. Are complete data on performance measures for the current budget period included in the Project Status Chart? ___Yes ___No
   b. If no, when will the data be available and submitted to the Department? ___/___/____ (mm/dd/yyyy)

12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

_____ Title: _____
Name of Authorized Representative:

_____ Date: ___/___/____
Signature:

U.S. Department of Education
Grant Performance Report (ED 524B)
Executive Summary

OMB No. 1890-0004
Exp. 10-31-2007

PR/ Number # (11 characters)_____

(See Instructions)

U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart

OMB No. 1890-0004
Exp. 10-31-2007

PR/Award # (11 characters): _____

SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)

1. Project Objective [ ] Check if this is a status update for the previous budget period.

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart

OMB No. 1890-0004
Exp. 10-31-2007

PR/Award # (11 characters): _____

SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)

2. Project Objective [ ] Check if this is a status update for the previous budget period.

2.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

2.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

OMB No. 1890-0004
Exp. 10-31-2007

PR/Award # (11 characters): _____

SECTION B - Budget Information (See Instructions. Use as many pages as necessary.)

SECTION C - Additional Information (See Instructions. Use as many pages as necessary.)