Performance Reporting: Continuation and Final Reports

2014 Guidance for Region 4 Parent Projects

David Emenheiser, Project Officer

March 13, 2014

Annual Performance Reporting

- An annual report of your performance in meeting the approved objectives of the project

- Required for all active grants, including those in No Cost Extension (NCE)

- OSEP reviews the report to determine if substantial progress has been made in order to grant continued funding, to approve an NCE, or to close a project in compliance.

Objectives, Measures, and Progress

- Clear objectives explain what the project is doing to support its overall goals.

- Specific performance measures demonstrate how progress toward meeting the objective is being measured.

- Progress is noted both quantitatively and qualitatively.

Completing the SF 524B

- The Standard Form is a required continuation and annual reporting form with specific instructions.
  - The forms are used by all ED grantees, approved by the Office of Management and Budget (OMB), and available in both Microsoft Word and PDF formats.
  - Project Directors must follow the directions listed in the Dear Colleague letter and the published instructions.

  http://www2.ed.gov/fund/grant/apply/appforms/appforms.html

Type of report being submitted.

Continuation reports include 3/1/2013 to 2/28/2014.

For final reports include entire project period.

Report expenditures: Budget Period and Reporting Period are the same.

Answer all applicable questions.

Continuation reports do NOT include final data. Enter the due date of your final report, which is 90 days after the project ends.

Signed by the Board Chair or Designee

U.S. Department of Education
Grant Performance Report Cover Sheet (ED 524B)
Check only one box per Program Office instructions.
[ ] Annual Performance Report   [ ] Final Performance Report

OMB No. 1894-0003
Exp. 04/30/2014

General Information
1. PR/Award #: _____
   (Block 5 of the Grant Award Notification - 11 characters.)
2. Grantee 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 *(See instructions.)* 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 (Annual Institutional Review Board (IRB) Certification) *(See instructions.)*
10. Is the annual certification of Institutional Review Board (IRB) approval attached? ___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:

ED 524B

Page 1 of 5

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

OMB No. 1894-0003
Exp. 04/30/2014

H328X##00##

PR/Award # (11 characters): _____

(See Instructions)

Contents:
- Highlights of the project's goals,
- Extent to which the expected outcomes were achieved, and
- Contributions the project made to the program area purpose, as defined in IDEA.

Length:
- One to two pages for continuation reports
- Two to three pages for final reports

The Executive Summary of a final report covers the entire project period.

Enter one objective taken from NIA or application. On subsequent pages, you will enter the other objectives.

PROG = program measure
PROJ = project measure

Quantitative measures: Enter either Raw Number or Ratio and Percentage for both target and actual performance. Qualitative: Leave blank.

Separate explanations using the Performance Measure #. Describe the data, their collection, analysis, and trends. If failed to meet target, explain why and how to improve.
If space is needed, upload a document in Section A.

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

OMB No. 1894-0003
Exp. 04/30/2014

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)

This section is never blank. Continuations explain:

- If expenditures from reporting period are not included in 8a-8c on Cover Sheet.
- If not expending at proposed rate.
- Changes to activities affecting budget.
- Changes to budget affecting activities.

Describe additional activities of the project.
Affirm Board configuration and eligible entity.
Final reports must draw some conclusions about the project impact and benefit.

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

OMB No. 1894-0003
Exp. 04/30/2014

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.)

Submitting the Report

- Continuation reports
  - MUST be submitted in G5.
  - Scan the signed coversheet and include as attachment.
  - Due May 9, 2014 (submit early).
- Final reports
  - Email in PDF with signed coversheet to project officer.
  - Due 90 days after end of project (December 31, 2014).

9