Performance Reporting

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Why Report on Progress?

Provide a summary of grant progress and demonstrate

- Program implementation
- Grant management
- Partnership activity
- Substantial progress

Describe changes

Demonstrate compliance

- Program requirement
- ED and other Federal regulations

Why Report on Progress? (continued)

Provide an update of financial status

Provide outcome data, including GPRA

FPOs use performance reports to make continuation award recommendations to IPT

When to Report?

Report submission
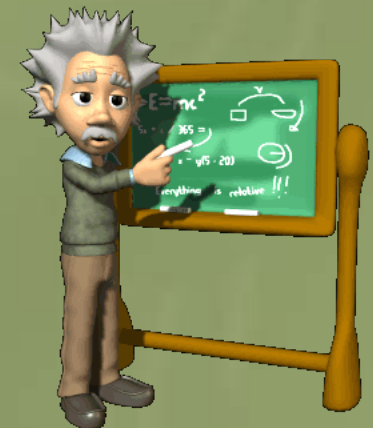
<u>Comprehensive</u> = End of January.

<u>GPRA and Budget Update</u> = End of July.

How to Report on Performance?

ED Form 524B

"Dear Colleague" Memo

Report Components of the ED524B

Section	Purpose
Cover Sheet	Project identification; Assurance of compliance with Federal regulations
Executive Summary	
Section A: Project Objectives Information & Related Performance Measures	Outcome of the six GPRA measures
Section B: Budget Narrative	Report on financial status of your grant
Budget and Expenditures Spreadsheet	
Section C: Additional Information	Narrative summary; Demonstration of substantial progress
Appendices	Other supporting documentation (e.g. resumes of new staff, update timeline, etc.)

Comprehensive/ GPRA & Budget Update Report

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Section	Comprehensive Report	GPRA &Budget Update Report
Cover Sheet	**Yes**	**Yes**
Executive Summary	**Yes**	**Optional**
Section A: GPRA Measures Data	**Yes**	**Yes**
Section B: Budget Information	**Yes**	**Yes**
Budget Expenditures And Spreadsheet	**Yes**	**Yes**
Section C: Additional Information	**Yes**	**No**
MOA with Logic Model	**Yes**	**No**
Appendices	**If applicable**	**If applicable**

ED 524 B: Cover Page
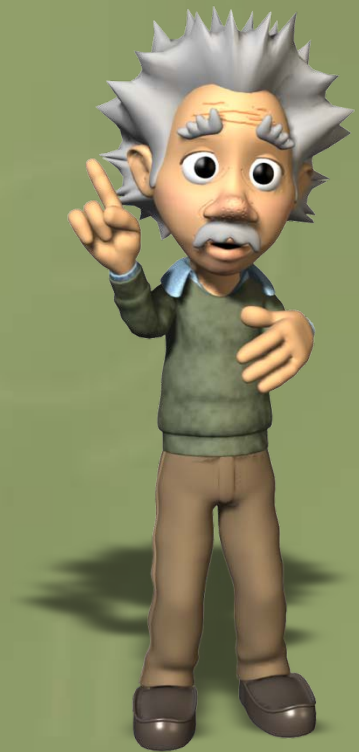## *Attention Please*

Safe Schools
Healthy Students

In completing your cover page please note the following items…

Item number 5

Grantee Address

Item number 8

Budget Expenditures

Item number 12
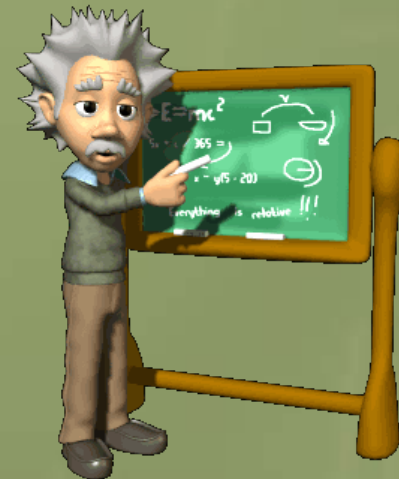
Authorized Representative

Executive Summary

Key Points

- Summary of progress made during the performance reporting period

- No more than two pages

Section A

Understanding Section A…

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Section B

Understanding Section B...

ED 524B Section B: Budget Information	Narrative and Expenditure Spreadsheet

Section B: Budget Information Narrative

- Were funds for expenditures not drawn down from G-5?

- Did you expend funds at a reasonable/expected rate?

- Were there any significant budget changes related to modifications?

- Did any budget changes affect achievement of proje objectives and activities?

- Were any non-Federal funds used for SS/HS?

Budget Summary / Spreadsheet

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Key Points

- Report expenditures cumulatively

  "Budgeted" columns = Sum of all approved budget expense cost categories

  "Expended" columns = Sum of all expended funds b[...] cost categories

- Report by the two budgets (Elements 123 budget and Elements 45 budget) and by cost categories (e.g., personnel, fringe, travel, etc.)

- Do not report obligated or encumbered funds as expended

Budget Summary

Performance Reporting: Budget Summary

Budget Spreadsheet of Expenditures by Element and Line Item					

	Element 1, 2, 3		Element 4, 5		Total Expended	
	Budgeted	Expended	Budgeted	Expended	Budgeted	Expended
A. Personnel						
B. Fringe benefits						
C. Travel						
D. Equipment						
E. Supplies						
F. Construction						
G. Consult/contracts						
H. Other						
Total direct costs (lines A - H)						
I. Indirect costs						
TOTAL						

Section C

Understanding Section C
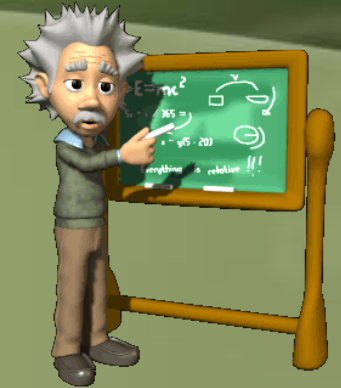
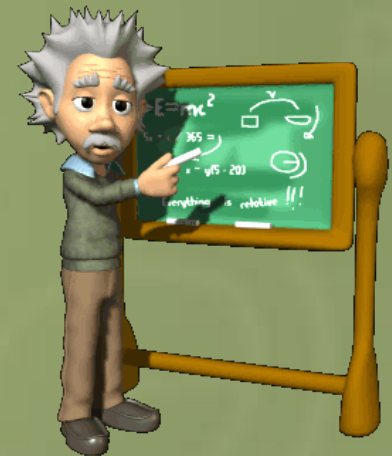| ED 524B Section C Additional Information	▪Narrative Summary of Grant Activities ▪Demonstration of Substantial Progress

Section C

By element, provide a summary of the implementation of your programs

- Unanticipated outcomes or benefits

- Areas of difficulty in implementation
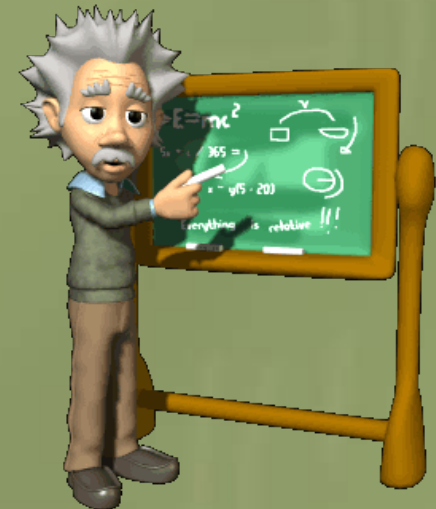
- Population served

Include data and analysis for all SS/HS performance measures, including the six GPRA measures

Section C (continued)

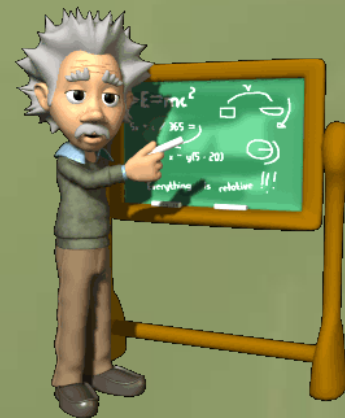**Provide a general summary of your supports in section C**

- Evaluation

- Technical Assistance

- Communication

Section C (continued)

- **Describe your management structure, and summarize the work of the core management team and any advisory committees.**

- **Provide an overview and explanation of changes made to the MOA and logic model.**

Section C (continued)

- **Include evidence of collaboration and integration of grant activities into a comprehensive community approach.**

- **Discussion about new staff hired during the performance reporting period.**

Appendices

Performance Report Appendices	▪Current logic model ▪Current timeline ▪ Current approved budget ▪Any other relevant information (e.g., resumes of new staff hires, communications materials, etc.)

Appendices

- **Updated project timeline**

- **Updated logic model**

- **Current approved budget**

- **Resumes & position descriptions for new staff**

- **Communications Materials (i.e. communications plan, brochures, etc.)**

- **Updated evaluation plan**
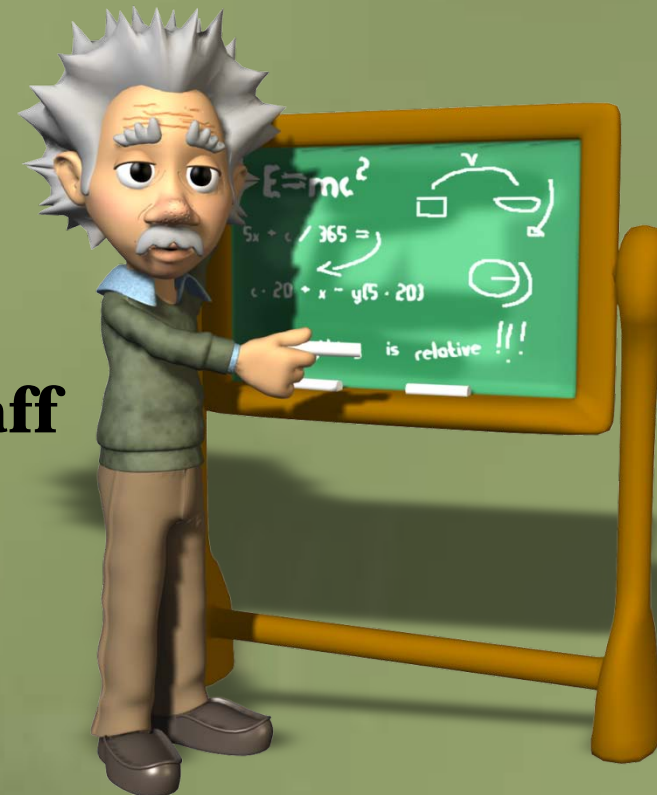
- **Other documents requested by your FPO**
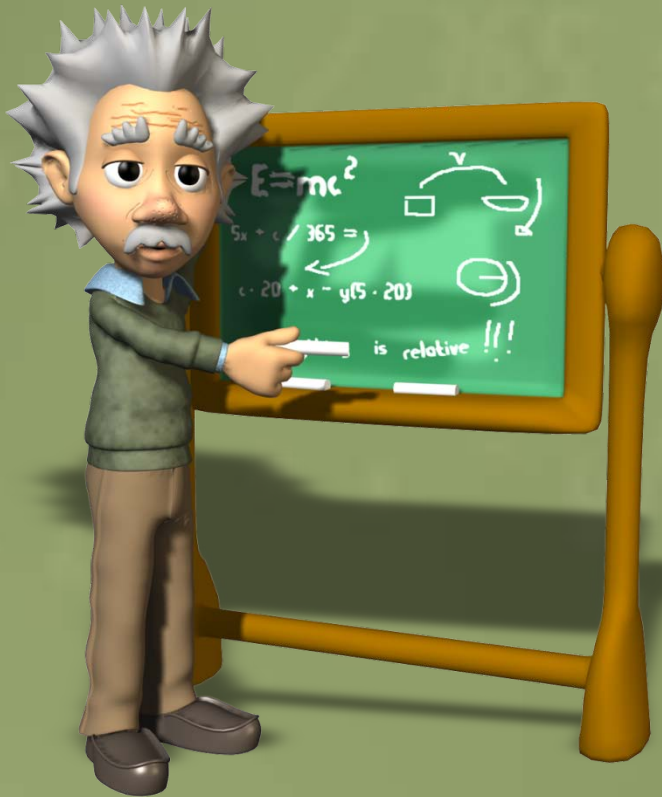
Appendices

The following requests should be submitted <u>separately</u> from the performance report

- **Requests for budget changes**

- **Requests for program change**

- **Requests for approval of key staff**

Things to Remember

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Your evaluator may be helpful in collecting and preparing this information, as well as getting data to incorporate into your review of implementation

Things to Remember

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- Make sure the cover sheet is signed by the authorized representative

- Include page numbers and award number as a header or footer on every page

- Ask someone to proof read your report

- Provide context for all outcome or other data

Submitting your report

- **Complete Original – Department of Education**

- **Complete Copy – Federal Project Officer**

- **Sections A and C sent by email to:**
  SSHS@samhsa.hhs.gov

Who Reviews the Reports?

❖ **Federal Project Officer (FPO)**

❖ **Technical Assistant Specialist (TAS)**

❖ **Communication Specialist (CS)**

❖ **National Evaluation Team (NET)**

❖ **Interagency Policy Team (IPT)**

❖ **Administration Officials**
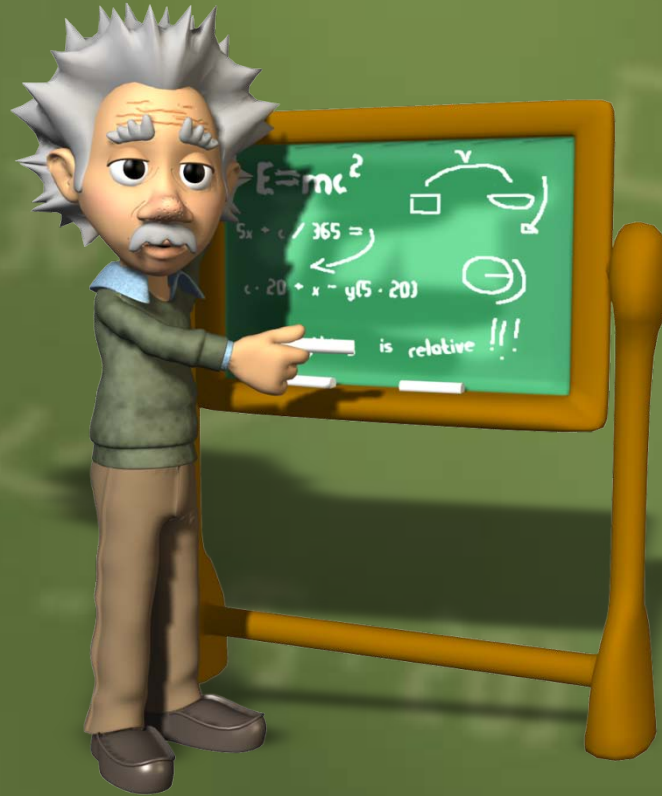
❖ **The public via the Freedom of Information Act (FOIA)**

Due Date

First report due January 31, 2010 Include final & signed MOA and Logic Model

Questions ??????