

Performance Reporting Webinar

December 16, 2008

***Jane Hodgdon-Young (ED)
Michelle Bechard (HHS)***

Webinar Overview

1. The 5 “W’s” of Performance Reporting
2. The Components of the Performance Report
3. Performance Reporting Tips and Pits
4. Questions

The 5 W's: Who?

- The ***Project Director*** prepares report with assistance from partners and evaluator
- ***Superintendent*** signs coversheet
- Report is submitted on behalf of lead ***LEA and other partners***
- Submitted to the ***U.S. Department of Education***, the ***Federal Project Officer***, and **SSHS@samhsa.hhs.gov** (Technical Assistance Specialist, Communications Specialist, and National Evaluation Team)

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)

The 5 W's: What?

- The **Annual Performance Report**
 - Provides information about overall grantee progress
 - Addresses all goals, objectives, performance indicators, and activities of SS/HS Comprehensive Plan
 - Includes information about the budget, the evaluation, the SS/HS Partnership

- The **GPRA & Budget Update**
 - Provides information about the SS/HS GPRA measures
 - Includes information about the budget

What do I submit?

	First Annual Performance Report	GPRA & Budget Update
524B Cover Sheet	X	X
Executive Summary	X	(optional)
Section A: SS/HS Grantee GPRA Measures	Available baseline data	X
Section B: Budget Information (including Budget & Expenditures Spreadsheet)	X	X
Section C: Additional Information	X	no
Final MOA with Logic Model	X	no
Evaluation Plan	X	no
Appendices (including current budget, current timeline, and other information)	X	no

The 5 W's: When?

First Annual Performance Report

Reporting Period: July 1, 2008 – January 31, 2009

Submitted: February 27, 2009



GPRA & Budget Update

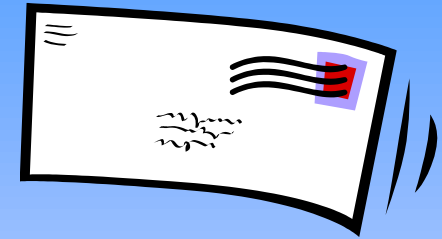
Reporting Period: July 1, 2008 – June 30, 2009

Submitted: July 31, 2009

The 5 W's: Where?

1. Original, hard copy:

Safe Schools/Healthy Students Initiative
Office of Safe and Drug-Free Schools
U.S. Department of Education
Potomac Center Plaza
550 12th Street, SW, Room 10065
Washington DC 20202-6450



2. Copy of original, hard copy: FPO

3. Electronic version: sshs@samhsa.hhs.gov



The 5 W's: Why?

- To demonstrate project success and financial accountability
- For use by Federal staff in determining continuation awards
- To respond to requirements of the Government Performance and Results Act (GPRA)
- To provide information to support the National Evaluation of SS/HS

Why Report on Progress?

Failure to submit Annual Performance Reports and GPRA & Budget Updates will result in

- Withholding future continuation funding
- Suspension or termination of grant





**Federal Webinar Series for 2008
Safe Schools/Healthy Students Grantees**

How to Report on Performance?

✓ ED Form 524B and Instructions



✓ “Dear Colleague” Memo

Report Components

Section	Purpose
ED 524B Cover Sheet & Executive Summary	<ul style="list-style-type: none"> • Project identification • Assurance of compliance with Federal regulations
ED 524B Section A: Project Objectives Information & Related Performance Measures	Outcome of the six GPRA measures
ED 524B Section B: Budget Information	Financial status (narrative and spreadsheet)
ED 524B Section C: Additional Information	<ul style="list-style-type: none"> • Narrative summary • Demonstration of substantial progress
Performance Report Appendices	Other supporting documentation

524B Report Cover Sheet

Budget Expenditures *(To be complete 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	(Leave blank for	first report.)
b. Current Reporting Period	(Should match GAPS report.)	
c. Entire Project Period <i>(For Final Performance Reports only)</i>	(Leave blank until	Final Report.)

524B Report Cover Sheet

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/yy)
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)?



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

OMB No. 1890 - 0004

Expiration: 10-31-2007

Check only one box per Program Office instructions.

Annual Performance Report Final Performance Report

General Information

1. PR/Award #: [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
(Block 5 of the Grant Award Notification.)

2. NCES ID #: [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
(See Instructions.)

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 <i>(Match/Cost Share)</i>
a. Previous Budget Period		
b. Current Reporting Period		
c. Entire Project Period <i>(For Final Performance Reports only)</i>		

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

9. Indirect Costs
 a. Are you claiming indirect costs? Yes ___ No ___
 b. If yes, what is the indirect cost rate? _____

Human Subjects (Annual Institutional Review Board (IRB) Certifications)
(See instructions.)

10. Is the annual certification of Institutional Review Board (IRB) approval attached?
 ___ Yes ___ No ___ N/A

Performance Measures

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.

Name of Authorized Representative:	Title:
Signature:	Date:

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 X No

b. If no, when will the data be available and submitted to the Department? 07/31/2009



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

OMB No. 1890 - 0004

Expiration: 10-31-2007

Check only one box per Program Office instructions.

Annual Performance Report

Final Performance Report

General Information

1. PR/Award #:
(Block 5 of the Grant Award Notification.)

2. NCES ID #:
(See Instructions.)

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 Reporting 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)?

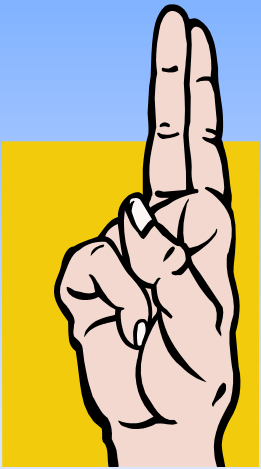
Human Subjects (See instructions.)

10. Annual Certification

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.

Signature, Title of Authorized Representative

Signature





(See Instructions.)

KEY POINTS

- ✓ Summary of progress made during the performance reporting period
- ✓ No more than two pages



**Federal Webinar Series for 2008
Safe Schools/Healthy Students Grantees**

Report Components

Section	Purpose
ED 524B Cover Sheet & Executive Summary	<ul style="list-style-type: none"> • Project identification • Assurance of compliance with Federal regulations
ED 524B Section A: Project Objectives Information & Related Performance Measures	Outcome of the six GPRA measures
ED 524B Section B: Budget Information	Financial status (narrative and spreadsheet)
ED 524B Section C: Additional Information	<ul style="list-style-type: none"> • Narrative summary • Demonstration of substantial progress
Performance Report Appendices	Other supporting documentation

Section A: GPRA Measures

- Annual Report
 - February 27, 2009
 - Baseline data (if available)
- GPRA & Budget Update
 - July 30, 2009
 - July 1, 2008 – June 30, 2009
 - Baseline data (if not provided in February 27th report)
 - Year 1 actual data (if available)



Section A: GPRA Measures

Student Victimization / Perception of School Safety

1. Percentage of grantees that experience a decrease in students who did not go to school on 1 or more days during the past 30 days because they felt unsafe at school or on their way to and from school.
2. Percentage of grantees that experience a decrease in students who have been in a physical fight on school property in the 12 months prior to the survey.

Section A: GRPA 1 Form

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

PR/Award #: Q184L080XXX

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.

The district(s) will have a decrease in the percentage of students who report missing one or more days of school during the previous 30 days because they felt unsafe at school or on the way to and from school.

1. Performance Measure	Measure Type	Quantitative Data					
The percentage of students who report missing one or more days of school during the previous 30 days because they felt unsafe at school or on the way to and from school will decrease ___% from baseline as measured by student responses to <u>(include the specific survey or survey question used as measurement here)</u>	GPRA	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%

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

Section A: GRPA 1 Form



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

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

PR/Award #: Q184L080XXX

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.

The district(s) will have a decrease in the percentage of students who report missing one or more days of school during the previous 30 days because they felt unsafe at school or on the way to and from school.

1. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
The percentage of middle school students who report missing one or more days of school during the previous 30 days because they felt unsafe at school or on the way to and from school will decrease <u>20</u> % from baseline by the end of the project as measured by student responses to the Happy Days School District's annual safety and school climate survey.	GPRA			6%	75/1000	7.5%	

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

In collecting baseline data, 75 out of 1,000 middle school students responded "yes" to the question, "Have you missed one or more days of school during the previous 30 days because you felt unsafe at school or on the way to or from school?" Therefore, the actual baseline performance data percentage is 7.5%. To reduce this by 20% our annual target is 6.0%. Actual year one performance data will be submitted with the GPRA & Budget Update on July 31, 2009.

In subsequent reports the ratio and percent will be recalculated based on the annual survey.

Section A: GRPA 2 Form



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

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

PR/Award #: Q184L080XXX

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.

The district(s) will have a decrease in the percentage of students who have been involved in a physical fight on school property during the prior twelve months.

2. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
The percentage of students involved in a physical fight on school property during the just completed school year will decrease by ___ % compared to baseline as measured by <i>(include the specific report or source from which this data will be collected)</i>	GPR						

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

(Include definitions of physical fight being used as well as the method of collection and source of the data being reported. The data should be reported by July 31, 2009.)

Section A: GPRA Measures

Student Substance Use & Abuse:

3. Percentage of grantees that report a decrease in students who report current (30-day) marijuana use.
4. Percentage of grantees that report a decrease in students who report current (30-day) alcohol use.

Section A: GRPA 3 Form



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

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

PR/Award #: Q184L080XXX

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

3. Project Objective Check if this is a status update for the previous budget period.

The district(s) will have a decrease in the percentage of students who report that they have used marijuana on one or more occasions during the previous 30 days.

3. Performance Measure	Measure Type	Quantitative Data							
		Target			Actual Performance Data				
		Raw Number	Ratio	%	Raw Number	Ratio	%		
The percentage of students who report using marijuana on one or more occasions during the previous 30 days will decrease ___% from baseline as measured by student responses to <u>include the specific survey or survey question used as measurement here</u>	GPRA								

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

Section A: GRPA 3 Form

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

PR/Award #: Q184L080XXX

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

3. Project Objective Check if this is a status update for the previous budget period.

The district(s) will have a decrease in the percentage of students who report that they have used marijuana on one or more occasions during the previous 30 days.

3. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
The percentage of middle and high school students who report using marijuana on one or more occasions during the previous 30 days will decrease <u>by TBD</u> % from baseline by the end of the project as measured by student responses to the school district's annual YRBS survey.	GPRA			TBD		Not yet available	TBD

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

The school district does not have baseline data for this GPRA measure. The question, "Have you used marijuana on 1 or more occasion during the previous 30 days?" will be included on the school district's annual YRBS survey. Because the survey is given in the spring, we will conduct a mini survey of middle and high school students on a variety of items, including marijuana usage, to determine baseline. For the past 5 years, the State average for marijuana use has been 25%. It is our goal to be below State average. The target percentage will be reviewed once baseline has been collected and analyzed to ensure that the target is reasonable. Section C will include a complete analysis of all data.

Section A: GPRA 4 Form

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

PR/Award #: Q184L080XXX

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

4. Project Objective Check if this is a status update for the previous budget period.

The district(s) will have a decrease in the percentage of students who report that they have consumed alcohol during the previous 30 days.

4. Performance Measure	Measure Type	Quantitative Data						
		Target			Actual Performance Data			
The percentage of students who report consuming alcohol on one or more occasions during the previous 30 days will decrease ___% from baseline as measured by student responses to <u>(include the specific survey or survey question used as measurement here)</u>	GPRA	Raw Number	Ratio	%	Raw Number	Ratio	%	

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

Section A: GPRA Measures

Mental Health Services Provided:

5. Percentage of grantees that report an increase in the number of students receiving school-based mental health services.
6. Percentage of grantees that report an increase in the percentage of mental health referrals for students which result in mental health services being provided in the community.

Section A: GPRA 5 Form

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

PR/Award #: Q184L080XXX

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

5. Project Objective Check if this is a status update for the previous budget period.

The district will have an increase in the number of students who have received school based mental health services.

5. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
The number of students who receive school based mental health services as defined below will increase by (#) from baseline as measured by <i>(include the specific report or source from which this data will be collected)</i>	GPRA						

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

(Include the definition of school based mental health services that will be used by your project in measuring this objective. Also include the time frame to which the data applies.)

Section A: GPRA 5 Form

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

PR/Award #: Q184L080XXX

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

5. Project Objective Check if this is a status update for the previous budget period.

The district will have an increase in the number of students who have received school based mental health services.

5. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
The number of elementary and middle school students who receive school based (i.e., on school campuses) mental health services as defined below will increase by 30 students each year of the project from baseline as measured by intake forms completed by the Happy Days Mental Health Service clinicians.	GPRA	Y1 – 112					
		Y2 – 142			82		
		Y3 – 172					
		Y4 – 202					

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

A review of intake forms completed by the Happy Days School District's mental health services clinicians indicated that during the 2007/2008 school year that 150 students were referred for on-campus school based services but only 82 students actually received any services. With the additional staff provided by the SS/HS grant, we have set a target number for each of the 4 years of the project, as noted in the Target section above.

Mental health services are being defined as... (e.g., service provided to individual, identified small groups, or families by Qualified Mental Health Professional (QMHP), not to include delivery of prevention curriculum in a classroom setting.)

Section A: GPRA 6 Form

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

PR/Award #: Q184L080XXX

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

6. Project Objective Check if this is a status update for the previous budget period.

The district will have an increase in the percentage of mental health referrals for students that result in mental health services being provided in the community.

6. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
The percentage of students referrals that result in mental health services being provided in the community will increase by ___% from baseline as measured by <u>(include the specific report or source from which this data will be collected)</u>	GPRA	Raw Number	Ratio	%	Raw Number	Ratio	%

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

(Include the definition of mental health services that will be used by your project in measuring this objective. Also include the time frame to which the data applies.)

Section A: GPRA Measures

“Explanation of Progress”

- Identify the qualitative and quantitative data collected
- Identify any deviations, e.g., changes in methodology or design
- Describe findings and outcomes, activities and accomplishments
- Describe steps that will be taken if data were not collected or progress was not made
- Identify the evaluation method or instrument used
- Indicate how data are used to monitor progress

Section A: GPRA Measures

“Explanation of Progress”

- Describe findings & outcomes and activities & accomplishments;
- Describe steps that will be taken if data were not collected or progress was not made;
- Indicate how the data was used to monitor progress.
- This section should not be used to:
 - Explain lack of progress or unexpected results;
 - Describe how data was used to make program changes.

Section A: GPRA Measures



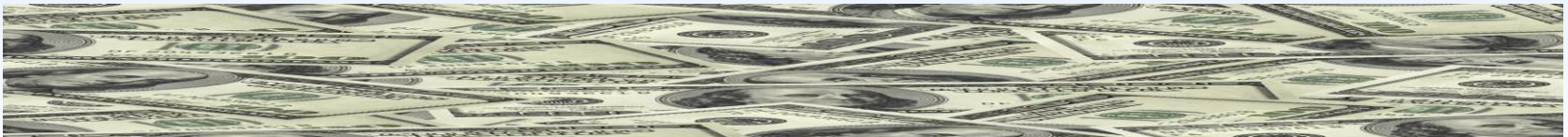
Report Components

Section	Purpose
ED 524B Cover Sheet & Executive Summary	<ul style="list-style-type: none"> • Project identification • Assurance of compliance with Federal regulations
ED 524B Section A: Project Objectives Information & Related Performance Measures	Outcome of the six GPRA measures
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Section B: Budget Information

(Narrative Format)

- List of (and explanation for) obligated or encumbered funds that have not been drawn down from GAPS to pay for approved and budgeted expenses ***(Please note that the amount reported as spent should match the GAPS system of reported draw downs.)***
- **Explanation if you did not expend funds at the expected rate during the reporting period**
- Description of any significant changes to your budget resulting from modification of project activities
- Description of changes to budget that affected your ability to achieve your project activities and/or project objectives



Section B: Budget Information

Please send requests for program changes and/or budget modification requests separately—



Do not submit these requests with the performance report.

Budget Summary / Spreadsheet



Key Points:

- Do ALWAYS report cumulatively!
 - “Budgeted” columns = Sum of all approved budget expense cost categories
 - “Expended” columns = Sum of all expended funds by cost categories
- Do report by the two budgets (Elements 123 budget and Elements 45 budget)
- Do Report by cost categories (e.g., personnel, fringe, travel, etc.)
- Do cross-check expenditures reported on coversheet with budget summary/spreadsheet and with GAPS draw downs
- Do not report obligated or encumbered funds as expended



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						

2007/ 2008 Federal Webinar Series for
Safe Schools/Healthy Students Grantees

Performance Reporting In-Kind (Non-Federal) Contributions

- Use a second Chart/Spreadsheet
- Report by expense category total cumulative amount expended
- Do not report by Element
- Include narrative description of use of non-federal funds

Section B: Budget Information



Report Components

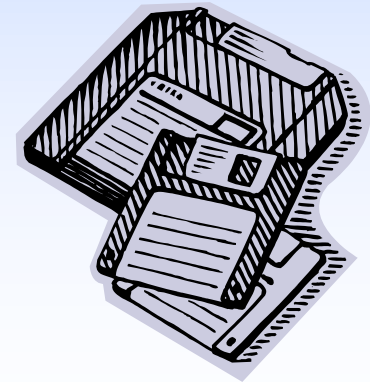
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Performance Report Appendices	Other supporting documentation

- 25 double spaced pages.
- Suggest follow logic model, by element.
- Summary of:
 - Early implementation of your programs;
 - Unanticipated outcomes, benefits, and challenges.

Section C

Work with your evaluator to...

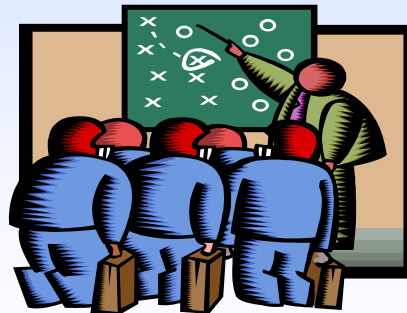
- Provide a general summary of your evaluation activities in section C.
- Include data and analysis for all:
 - Process measures
 - Performance indicators
 - Six GPRA measures



- Provide a summary of the population served by the grant.
- Include evidence of collaboration and integration of grant activities into a comprehensive community approach.
- Include a summary of technical assistance received.
- Provide information about staff hired during the performance reporting period.

Section C

- Describe your management structure, and summarize the work of the core management team and any advisory committees.
- Describe your progress towards sustainability.
- Explain any difficulties with management, partnership, evaluation, and sustainability.



Section C



Report Components

Section	Purpose
ED 524B Cover Sheet & Executive Summary	<ul style="list-style-type: none"> • Project identification • Assurance of compliance with Federal regulations
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Performance Report Appendices	Other supporting documentation

First Annual Performance Report

- **Required –**
 - Final, signed MOA and Logic Model
 - Evaluation Plan
 - Updated project timeline
 - Current approved budget
- **Recommended –**
 - Resumes & position descriptions for new staff
 - Meeting minutes for Core Management Team
 - Communications Materials
 - Other documents requested by your FPO

Performance Report Tips

- Read and refer to the report instructions!
- Make sure that Cover Sheet is signed by the authorized representative!
- Report expenses and budgets cumulatively!
- Make sure reported expenditures match GAPS!
- Send a complete report!
- Proof read the report!
- Put page numbers on the entire report!
- Send by a source other than by regular mail!
- Send the report by the deadline date!

Performance Report Pits to Avoid

- DO NOT include with the report requests for:
 - Budget changes
 - Program changes
 - Approval of key personnel
- DO NOT include a written request for technical assistance
- DO NOT restate or repeat information provided in a previous performance report or the application;
- DO NOT provide outcome or other data without a context for review and analysis;
- DO NOT submit your report in a 3-ring binder

First report due February 27, 2009
with final, signed MOA and Logic
Model + Evaluation Plan

Your Questions?



Upcoming Events – Webinars

DECEMBER 17, 2008 @ 2:30 PM EST

- Coordinating Events with Relevant Observances*
- elisabetta.m.seratoni@macrointernational.com*

DECEMBER 18, 2008 @ 3:00-4:30PM EST

- Making Social and Emotional Learning Programs Culturally Responsive*
- www.promoteprevent.org*

JANUARY 13, 2009 @ 2:00PM EST

- Family Educational Rights and Privacy Act (FERPA)*
- Protection of Pupil Rights Amendment (PPRA)*
- Human Protections*
- institutional Review Boards (IRB)*
- Expect to receive an invitation in early January*

Upcoming Event – Meeting

- **Evaluation Meeting**
 - Washington DC
 - January 29-30, 2009
 - Project Director & Local Evaluator
- **Questionnaire**
 - Please send evaluator's email address to Ben Spooner (bspooner@edc.org)
 - Please return by 1/6/2009

