



ANNUAL PERFORMANCE REPORT (APR) TECHNICAL ASSISTANCE WEBINAR

**NATIVE ACHIEVEMENT PROGRAMS
RURAL, INSULAR, AND NATIVE ACHIEVEMENT PROGRAMS
JUNE, 2020**

Overview of Session

Reporting Purpose

Due Dates

ED524 Reporting Form

Overview of Key Components

Next Steps

Reporting Purpose

- ❑ Section 75.253 of the Education Department General Administrative Regulations (EDGAR) requires recipients of multi-year discretionary grants to submit performance reports that demonstrates substantial progress towards meeting approved project objectives
- ❑ Performance reports are designed to capture both financial and performance data
- ❑ Performance reports provide critical data for overall program performance, effectiveness, and (possibly) funding
- ❑ Performance reports assist ED in determining grantee substantial progress

Due Date for the Annual Performance Report

by June 29, 2020

Reporting Period is
10/01/2019 –
06/29/2020

ED524 Reporting Form

- The ED524B is the official APR form used for discretionary grants at ED
- The form includes instructions and 5 distinct sections:

1-Cover Sheet

2-Executive Summary

3-Section A

4-Section B

5-Section C

Forms and instructions can be accessed online at:
<https://www2.ed.gov/fund/grant/apply/appforms/appforms.html>

ED 524B – Cover Sheet

- The reporting period for the APR is October 1, 2019 – June 29, 2020. You should not alter those dates.
- Consult with your business office to complete sections of the report related to financial data, including budget expenditure data and indirect cost information.
- If your organization is claiming indirect costs under this grant, please provide proof of a current, negotiated indirect cost rate.

ED 524B – Executive Summary

- In this section, you will provide a *summary* 1-2 pages in length that highlights progress toward the project's goals, and the extent to which expected outcomes and performance measures were achieved.
- If project goals and objectives are not being met, please include information about the challenges faced by the project that are affecting project implementation.

Overview of Key Components

Your APR Should Include:

1. Your progress toward meeting identified goals and objectives during the reporting period.

Overview of Key Components

Your APR Should Include:

2. A brief description of how the pandemic has affected or disrupted program activities (if applicable), and the plan to resume and restore grant activities, including a timeline.

Overview of Key Components

Your APR Should Include:

3. If grant funds were repurposed to support distance learning for entities that have been closed and moved to remote instruction (when it is an allowable use of funds), provide a brief description of the activities implemented.

Overview of Key Components

Your APR Should Include:

4. Any relevant financial data, including budget expenditure information, for the reporting period. Additionally, please identify any carryover funds or large available balances during the grant reporting period.

Overview of Key Components

And Finally...the Department requires:

The Authorized Representative to sign/date/scan the APR cover page and send to HAWAIIAN@ed.gov within three business days after your electronic submission. Indicate in that email that your organization has the capacity to continue activities and wishes to continue to receive an award.



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

OMB No. 1894-0003
Exp. 08/31/2020

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)

ED 524B – Section A (Project Status)

- ▶ This section requires you to report data for Program measures
- ▶ G5 will allow you to create multiple pages of section A
- ▶ You must use the grids as well as the explanation of progress sections
- ▶ Use the Explanation of Progress section to provide details (i.e.):
 - ▶ Data-collection procedures,
 - ▶ Data explanations,
 - ▶ Response rates, etc.

ED 524B – Section B

- ▶ You will use this section to discuss all spending for the reporting period.
- ▶ We encourage you to refer to the sample budgets provided in the Dear Colleague Letter announcing the APR submissions.

ED 524B – Section B

- ▶ If you expect to have any unexpended funds by the end of the budget period, you will use this section to discuss how much funding you anticipate remaining and why you believe those funds will not be expended by the end of the budget period.
- ▶ If you wish to use any of the remaining unexpended funds you have identified in your next budget period, you must indicate the amount of the funding that you want to “**carryover**” as well as how you plan to use these “**carryover**” funds in the next budget period to complete activities in your approved application.



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

OMB No. 1890 - 0004
Expiration: 10-31-2007

PR/Award #:

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

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

Blank area for Section C - Additional Information.

Additional Information

- ▶ FY 2017 Cohort: Must submit an APR covering activities carried out during the third-year of operation. A final report will be due 90 days after the end of the performance period.
- ▶ GPRA Measure Reporting: More information will be forthcoming regarding State assessment proficiency data.

Your APR should be submitted in G5 no later than June 29, 2020. The authorized representative must sign/date/scan the APR cover page and send to the following mailbox within three business days after your electronic submission:

HAWAIIAN@ed.gov

QUESTIONS?



If you have additional questions, or require additional assistance, please contact:
HAWAIIAN@ed.gov or
(202) 401-1265.