

“DEAR COLLEAGUE” LETTER FOR TRANSMITTING THE ED 524B

Dear Grantee:

Enclosed you will find the forms and instructions for the U.S. Department of Education’s (ED) Grant Performance Report (ED 524B). Discretionary grantees are required to report on their progress towards meeting the performance measures established for the ED grant program and any project-specific performance measures that were included in the grantees’ approved grant applications.

The Office of Management and Budget has approved the ED 524B to improve the quality of both the financial and performance data received from ED discretionary grantees and to facilitate the submission, review, and analysis of grantee data. Please read the instructions and forms for the ED 524 carefully before completing and submitting your annual performance report. Please do not hesitate to contact your ED program officer if you have any questions about completing the forms.

THE ED 524B

- The ED 524B consists of a five (5) page form. All requested information must be reported in the appropriate section and page of the form according to the instructions.
- All financial data, including budget expenditure data and indirect cost information must now be completed by your *Business Office*. Please allow sufficient time for your Business Office to provide you with this information in order for you to meet the performance report due date.
- When reporting on your project objectives, each of your performance measures must be aligned or associated with one of your approved project objectives [see Section A of the Project Status Chart]. If you did not establish this alignment in your approved grant application and are having difficulty doing so in your performance report, please contact your program officer for technical assistance. Please note that when establishing this alignment between project objectives and performance measures, we do not expect you to redesign your approved grant applications nor do we want you to make changes to your approved objectives or scope of work.
- 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, as well as your actual performance data. 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 contact your program officer for assistance with establishing targets.
- If you have ED approved and documented changes to your originally approved grant application, then you will report the revised performance measure targets and actual performance data. If you did not establish targets with the revisions, please contact your program officer for assistance with establishing targets. You will also need to explain these revisions in the Explanation of Progress section.

SPECIFIC INFORMATION FOR CTC GRANTEES:

Below is specific information for completing your annual performance report (ED 524B) under the Community Technology Centers program:

- Your annual performance report must be submitted to ED twelve months after the performance begin date. Your final performance report must be submitted to ED within 90 days after the expiration or termination of grant support.
- 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.

There are no GPRA performance measures associated with the CTC program.

The PROGRAM performance measures that have been established for the CTC program that you are required to report on are:

- PROGRAM Performance Measure #1a - The number of disadvantaged students in high schools within the distressed areas that have access to information technology to help improve their academic performance.
- PROGRAM Performance Measure #1b - The percentage of schools participating in the partnerships for community technology centers that meet their adequate yearly progress (AYP) as defined by Title I of the ESEA.

In addition, you are required to report on any project-specific [PROJECT] performance measures that you established in your approved grant application. 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.

- The updated performance measures data should reflect *complete* data for the current budget period and not just data reflecting the period of time since you submitted your performance report.
- You are strongly encouraged to report data in charts and/or graphs whenever possible to supplement the narrative.
- **In Section A – Explanation of Progress, please include the following:**
 - **Explain any modifications to the evaluation plan proposed in the grant application.**
- **In Section C – Additional Information, please answer the following questions:**
 - **What challenges, if any, did the project face in collaborating with partners? How did the project overcome these challenges? What strategies or ways of working together were especially effective?**

- Describe each CTC site, including a description, the changes/enhancements made during the reporting period, and software applications in use.
- Describe any professional development offered.
- Describe the programs offered with the CTC grant or matching funds, including a description, the goals, total hours of programs/activities offered, and number and demographics of participants (gender, ethnicity, and age).
- Describe the participants (number, gender, ethnicity, and age) across all programs.

NUMBER OF PARTICIPANTS BY ETHNICITY							
Ethnicity	Age Group						
	0-5	6-12	13-15	16-18	19-24	25-59	60+
African-American							
Hispanic or Latino							
Asian							
Native Hawaiian or Other Pacific Islander							
American Indian or Native Alaskan							
Non-Hispanic White							
Multiracial							

NUMBER OF PARTICIPANTS BY GENDER							
Gender	Age Group						
	0-5	6-12	13-15	16-18	19-24	25-59	60+
Female							
Male							