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Dear Colleague:

Enclosed you will find the Annual Performance Report (APR) and instructions for the College Access Challenge Grant (CACG) Program. In accordance with the CACG statute, grant recipients must report on: 1) activities and services provided to students and families over the course of the year; 2) the cost of providing each activity or service; 3) the number, and percentage, if feasible and applicable, of students who received each activity and service; and 4) the total contributions from private organizations included in the grantee's non-Federal share for the fiscal year.

The U.S. Department of Education will analyze APRs to determine if grant recipients are making substantial progress towards meeting the approved objectives of the project, complying with statutory and regulatory requirements of the program, and managing funds in an allowable, allocable, and reasonable manner. Data on program performance measures are also collected as part of the APR. The data will be aggregated and analyzed to determine if the CACG program is effective.

Please read the instructions and forms carefully before completing and submitting your APR. While forms can be expanded to include additional information, the required contents of forms cannot be modified.

There are two parts to the performance report and each part has a respective due date. Part I addresses the implementation of activities and services as well as fiscal administration. Part II collects data relative to program performance measures. Presented in the chart below is an outline of when each part is due, the reporting period and who is required to submit Parts I and II.

Part	Due Date	Reporting Period	Who Must Submit
Part I			All CACG projects.
Part II			Projects offering services to middle or high school students and/or projects that provide scholarships/financial aid.

Please do not hesitate to contact Karmon Simms-Coates, the program manager, if you have any questions regarding the preparation and submission of your annual performance report. She can be reached at 202-502-7807 or karmon.simms-coates@ed.gov.

Sincerely,

Lynn B. Mahaffie
Director
Teacher and Student Development
Programs Services

Enclosure