



## Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP) Programs Performance Reporting Instructions

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### **General Information about this Form and Instructions**

This form is in Adobe's Portable Document Format (PDF). To open the PDF file, you should have the latest version of the free [Adobe Reader](#). We recommend that you have Adobe Reader version 7.0 or higher installed on your computer as the form is best viewed by the latest version. To determine the version you have, open Adobe Reader, click on "help," and then "About Adobe Reader." To download the latest version of Adobe Reader, click the following link (note: this download is **FREE**). Adobe Reader Version 7 ([Download](#)).

This form allows you to complete your state's performance report and submit the data via the internet utilizing your default E-mail client software.

Please indicate the award year and select your state. The name of your state and the current date will populate at the top of each page. Once you've completed the report and are ready to submit, select the submit button. This will generate a data file to be attached and forwarded directly to our program office.

### PART I: General Student Assistance Information

#### **Instructions for Part I**

Include all state expenditures (appropriated funds and funds from other sources) in 2006-2007 for grants and work-study jobs (need-based and non-need-based awards, both undergraduate and graduate) for students attending institutions of higher education, but do not include the LEAP and SLEAP Federal share received.

Item (a) This total must include the total State appropriated funds for need-based (undergraduate and graduate) awards.

Item (b) This amount must include any non-appropriated funds for need-based (undergraduate and graduate) awards.

Item (c) This total must include all state funds (appropriated and from other sources) for non-need-based (undergraduate and graduate) awards.

Item (d) This total is the sum of Items (a), (b), and (c).

### PART II: LEAP Information

#### **Instructions for Part II, Sections A - D**

Reporting by Dependency Status: To the extent practicable, state LEAP Program funds shall represent the same proportionate distribution of the funds awarded to independent students in the LEAP Program as to the funds awarded to all students in the state program or programs of which the state's LEAP Program is part.

Number of Dependent Recipients: This total is the number of dependent LEAP recipients of both the Federal allotment and all state-appropriated funds used to match the Federal allotment under section 415C(b)

Number of Independent Recipients: This total is the number of independent LEAP recipients of both the Federal allotment and all state-appropriated funds used to match the Federal allotment under section 415C(b).

**Total Federal Funds:** Include only the expenditures of your Federal LEAP allotment. When exact expenditures are available, you should use them. However, if your state accounts for Federal program expenditures at the program level, not the student level, complete this section as though Federal LEAP funds were distributed equally to each recipient of your state's LEAP program.

**Total State Funds:** Include only the expenditures of all state-appropriated funds in your LEAP program. These funds are used to match or overmatch your Federal allotment. These funds are awarded to students under the LEAP program regulations and statute. When exact expenditures are available, you should use them. However, if your state accounts for Federal program expenditures at the program level, not the student level, complete this section as though state-appropriated LEAP funds were distributed equally to each recipient of your state's LEAP program.

### PART III: SLEAP Information

#### **Instructions for Part III, Section A**

##### Item 1

This total includes all non-Federal funds that a state spent for any need-based activity or program that meets the definition of any of the SLEAP authorized activities for the 2008-2009 award year. This would include those non-Federal funds that were used to match a Federal need-based program. Because this total is for the SLEAP MOE, be sure to include the non-Federal funds spent for those need-based activities that were not part of the SLEAP Program.

##### Item 2

You must indicate all the authorized activities you used for purposes of the SLEAP Program during the 2008-2009 award year. A state may select one or more of these authorized activities to be part of the SLEAP Program.

#### **Instructions for Part III, Sections B - E:**

**Reporting by Dependency Status:** To the extent practicable, state SLEAP Program funds shall represent the same proportionate distribution of the funds awarded to independent students in the SLEAP Program as to the funds awarded to all students in the state program or programs of which the state's SLEAP Program is part.

**Number of Dependent Recipients:** This total is the number of dependent SLEAP recipients of both the Federal allotment and all state funds used to match the Federal allotment under section 415C(b).

**Number of Independent Recipients:** This total is the number of independent SLEAP recipients of both the Federal allotment and all state funds used to match the Federal allotment under section 415C(b).

**Total Federal Funds:** Include only the expenditures of your Federal allotment. When exact expenditures are available, you should use them. However, if your state accounts for Federal program expenditures at the program level, not the student level, complete this section as though Federal SLEAP funds were distributed equally to each recipient of your state's SLEAP program.

**Total State Funds:** Include only the expenditures derived from non-federal sources in your SLEAP program. These funds are used to match, on a 2-to-1 basis, or overmatch your Federal allotment. These funds are awarded to students under the SLEAP program regulations and statute. When exact expenditures are available, you should use them. However, if your state accounts for Federal program expenditures at the program level, not the student level, complete this section as though state SLEAP funds were distributed equally to each recipient of your state's SLEAP program.