# REPORTING REQUIREMENTS FOR
# CONGRESSIONALLY-DIRECTED GRANTS

All reports should include the grant number (P11608----), the name of the project director, and contact information. The project director and institution are responsible for ensuring that reports are submitted in a timely fashion. If not received, the grant may be closed in noncompliance, which could affect future federal funding decisions.

Final and annual reports are to be uploaded to the following database:

http://www.directedgrants.aed.org/

**Annual Progress Reports**

If a grant's performance period extends beyond a one-year period, then an Annual Progress Report is required within 30 days after the first performance end date [34 CFR Part 74.51 (b)]. *Requests for no-cost extensions will <u>not</u> be approved without submission of an annual progress report.*

Annual Performance Reports should address the following information:

> ➢ Performance Narrative
> - Congressionally-directed language stating the purpose of the project
> - Goals and objectives of the project
> - Timeline for accomplishment of objectives
> - Methods used to assess outcomes
> - Results and how these relate to the purpose of the project
>
> ➢ Budget and budget narrative (use MS Excel spreadsheet if possible)
> - Original budget
> - Amount expended per budget category
> - Amount remaining
> - Explanation of what each category represents.

**Final Project Reports:** Final reports are required of all Congressionally-directed grantees. The final report is due within 90 days of the final end date of the project. Although there is no required format, the outline below is suggested for your use. A typical report is five to ten pages long. Submission of this report will allow us to proceed with the closeout of your grant in good standing. *Please be sure to submit the report within 90 days from the performance end date for your grant project period.*

Final Performance Reports should address the following information:

> ➢ Performance Narrative
> - Congressionally-directed language stating the purpose of the project
> - Goals and objectives of the project

- Accomplishments and how these were assessed
- Results and how these relate to the purpose of the project

➢ Budget and budget narrative (use MS Excel spreadsheet if possible)
  - Original budget
  - Amount expended per category
  - Amount remaining
  - Explanation of what each category represents; any modification in budget expenditures.

**Enforcement**

Note that if a grant recipient materially fails to comply with the terms and conditions of an award, whether stated in a federal statute, regulation, assurance, application, or notice of award, the Secretary may, in addition to imposing special conditions outlined in §74.12, take additional actions as stated in §74.62(a)(1-5).