

Date: April 1, 2007

To: Project Directors  
Teacher Quality Enhancement Grants Program  
for Recruitment (TQE-R)

From Kathleen C. Price  
Team Leader

Subject: Fiscal Year (FY) 2007 Annual Performance Report for FY 2005  
TQE-R Grantees

Recipients of multi-year discretionary grants must submit an Annual Performance Report (APR) for each year funding has been approved. **Your APR for FY 2007 is due May 15.** The information presented in the APR must demonstrate that substantial progress has been made toward meeting the approved objectives of the project as stated in the original grant application and program performance measures. In addition, the information described in this letter will provide the U.S. Department of Education (ED) with information about whether recipients of federal grant awards are meeting statutory and regulatory requirements. Performance reporting requirements are found in 34 CFR 74.51, 75.118, 75.253, and 80.40 of the Education Department General Administrative Regulations (EDGAR).

#### E-REPORTS

You should have received an electronic message stating that the TQE Program is participating in e-Reports, ED's electronic performance reporting initiative. You may access the e-Reports Web site at <http://e-grants.ed.gov/egWelcome.asp>. If you did not receive the electronic message describing ED's e-Reports, please contact your program officer immediately.

#### ED 524B APR REPORTING REQUIREMENTS

The ED 524B consists of five pages. Please read the instructions and forms for the ED 524B carefully before completing and submitting your APR. All requested information must be reported in the appropriate section and page of the form according to the instructions. Please do not hesitate to contact your ED program officer if you have any questions about completing the form.

### *APR Reporting Period*

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 the report. In this case, you are reporting on project accomplishments and financial expenditures from October 1, 2006, through April 15, 2007.

### *APR Due Date*

Your annual performance report must be submitted to the TQE office by May 15, 2007. Failure to submit your report on time could result in a delay in the awarding of your non-competing continuation. In addition, grantees failing to provide all required documentation will be in noncompliance with ED regulations. In this event, we may pursue remedies available for noncompliance in accordance with EDGAR 34 CFR 74.62 and 75.217(d)(3)(iii).

### BUDGET REPORT

Your Business Office must complete all financial data, including budget expenditure data and indirect cost information. 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. Many TQE grantees have indicated that the ED 524 is the best tool for clearly showing the budget expenditures. Although it is not required for reporting, you may download the budget form for federal and nonfederal budget reporting at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>. You may use this original form or reproduce it as an Excel document.

### PERFORMANCE MEASURES

Performance measures are reported in Section A of the APR. TQE-R grantees are required to report only project measures, since there are no GPRA indicators or program measures for this grant program. Project measures are those that the grantee established in an approved grant application to account for progress toward meeting objectives and goals. In item 11a of the ED 524B cover sheet, you must indicate whether complete data on performance measures for the current budget period is included with your performance report. Because your report is due before the end of your current budget period, in many cases complete performance measure data will not be available when you submit this report. Report performance measure data for the reporting period to date when you submit this report.

### *Quantitative Data Reports*

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 for each budget period, as well as your actual performance data for the budget period. Quantitative performance measure 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.

### *Project Performance Measures: Work Plan*

All performance measures data must be reported in Section A of the Project Status Chart. You are required to report on any project-specific performance measures that you established in your approved grant application and presented in your work plan. When reporting on your project objectives, each of your performance measures must be aligned or associated with one of your approved project objectives. The information from your project work plan may be inserted in the Project Status Chart, Section A of the ED 524B. (See Section A of the Project Status Chart). If you did not establish an alignment in your approved grant application and are having difficulty doing so in your performance report, please contact your program officer for technical assistance. When establishing this alignment between project objectives and performance measures, do not redesign your approved grant application or make changes to your approved objectives or scope of work.

**Note:** If you want to update your performance measures data after you have submitted the performance report, but before the due date of the report, please ask your program officer to "unsubmit" your e-Report so that you may revise Section A and provide *complete* data for the budget period.

### RECRUITMENT/SCHOLARSHIP (R/S) REPORTING OBLIGATIONS:

Section 611.50 of the TQE program regulations requires grantees that have awarded scholarships during this reporting period to submit all required documentation related to those awards to the TQE office. Please respond to the following questions on Section C of the annual performance report (ED 524B):

- (1) Are you an institution providing scholarships to students in your teacher preparation program?

- (2) If yes, how many students have received scholarships during the reporting period?
- (3) To how many students did you propose providing scholarships in your funded application during the reporting period?
- (4) How much scholarship money has been awarded during the reporting period?
- (5) How much did you propose spending on scholarships in your funded application during the reporting period?

For additional information on the reporting requirements, refer to the statute and regulations on the TQE website at <http://www.ed.gov/programs/heatqp/resources.html>.

Note that failure to adhere to the reporting requirements in section 611.50 will place your award in noncompliance and may lead the Department to pursue remedies available for noncompliance in accordance with EDGAR 34 CFR 74.62 and 75.217(d)(3)(iii).

Please contact your program officer if you have any questions regarding the preparation and submission of your FY 2007 APR or the new requirements in the ED 524B form and instructions. A list of the TQE program officers may be found at <http://www.ed.gov/programs/heatqp/contacts.html>.

Thank you in advance for your work in producing this APR. We look forward to hearing not only about your accomplishments, but also about any barriers you may have encountered in implementing your project. TQE program officers are always available to work with you in ensuring your project's success.