**General Information**

1. PR/Award #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Grantee NCES ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Block 5 of the Grant Award Notification - 11 characters.)*  *(See instructions. Up to 12 characters.)*

3 Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Enter the same title as on the approved application.)*

4. Grantee Name *(Block 1 of the Grant Award Notification.):*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Grantee Address *(See instructions.)*

6. Project Director *(See instructions.)* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ph #: ( ) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_ Ext: ( ) Fax #: ( ) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporting Period Information *(See instructions.)***

7. Reporting Period: From: \_04\_\_\_\_/\_05\_\_\_\_/\_2013\_\_\_\_\_\_ To: \_04\_\_\_\_/\_30\_\_\_\_/\_2014\_\_\_\_\_

**Budget Expenditures *(To be completed by your Business Office. See instructions. Also see Section B.)***

8. Budget Expenditures

|  |  |  |
| --- | --- | --- |
|  | **Federal Grant Funds** | **Non-Federal Funds *(Match/Cost Share)*** |
| a. Previous Budget Period |  |  |
| b. Current Budget Period |  |  |
| c. Entire Project Period  *(For Final Performance Reports only)* |  |  |

**Indirect Cost Information *(To be completed by your Business Office. See instructions.)***

9. Indirect Costs

a. Are you claiming indirect costs under this grant? \_\_\_Yes \_\_\_No

b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government? \_\_\_Yes \_\_\_No

c. If yes, provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: \_\_\_/\_\_\_\_/\_\_\_\_\_ To: \_\_\_/\_\_\_/\_\_\_\_\_ (mm/dd/yyyy)

Approving Federal agency: \_\_\_ED \_\_\_Other *(Please specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Rate *(For Final Performance Reports Only*): \_\_\_ Provisional \_\_\_ Final \_\_\_ Other *(Please specify):* \_\_\_\_\_\_\_\_\_\_\_\_

d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

\_\_\_ Is included in your approved Indirect Cost Rate Agreement?

\_\_\_ Complies with 34 CFR 76.564(c)(2)?

**Human Subjects (Annual Institutional Review Board (IRB) Certification) *(See instructions.)***

10. Is the annual certification of Institutional Review Board (IRB) approval attached? ­\_\_\_Yes \_\_\_ No \_\_\_ N/A

**Performance Measures Status and Certification *(See instructions.)***

11. Performance Measures Status

a. Are complete data on performance measures for the current budget period included in the Project Status Chart? \_\_Yes \_\_ No

b. If no, when will the data be available and submitted to the Department? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ (mm/dd/yyyy)

12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_

Signature:

**--Annual Performance Reports:**

Provide a one to two page Executive Summary for *annual performance reports.* Provide highlights of the project's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. Include the population served, if appropriate.

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**[ ]**  Check if this is a status update for the previous budget period.

**1. Program Objective- Teacher Quality Partnership GPRA Indicators.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.a. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **Graduation. The percentage of program completers who--**  **(i) Attain initial certification/licensure by passing all necessary licensure/certification assessments and attain a bachelor’s degree (pre-baccalaureate program, 5th year initial licensure program) within six years or a master’s degree (residency program) within two years;** | **GPRA 1i** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  |  |  |  |  |  |
| **(ii) Attain Highly Competent Early Childhood Educator (HCECE) status with a bachelor’s degree within six years or an associate’s degree within three years.** | **GPRA 1ii** |  |  |  |  |  |  |

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| 1.b. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **Employment Retention.  The percentage of beginning teachers who are retained in teaching in the partner high-need LEA or ECE program three years after initial employment;** | **GPRA 2** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 1.c. Performance Measure | **Measure Type** | **Quantitative Data** | | |
| **Improved Scores. Average scaled score for initial State certification or licensure for participants.**  **Please include this information separately for each area of certification in the explanation of progress section.** | **GPRA 3** | **Area of Certification** | **Average scaled score for initial State certification or licensure for participants** | |
| **Target** | **Actual** |
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| 1.d. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **Efficiency Measure:  Employment Retention.  The cost of a successful outcome where success is defined as retention in the partner high-need LEA or ECE program three years after initial employment;** | **GPRA 4** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 1.e. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **Persistence. The total number of program participants who did not graduate in the previous reporting period, and who were enrolled in the postsecondary program at the beginning of the current reporting period.** | **GPRA 5i** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  |  |  |  |  |  |
| **Employment Retention. The number of beginning teachers who are retained in teaching in the partner high-need LEA or ECE program one year after initial employment.** | **GPRA 5ii** |  |  |  |  |  |  |

**Explanation of Progress (Include Qualitative Data and Data Collection Information) -** This is your opportunity to explain the data for the GPRA measures. When appropriate, explain what data were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Also, identify and describe preliminary findings or outcomes, including information to show whether you are making progress toward meeting each performance measure of Section 204(a). If expected data were not collected, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**[ ]**  Check if this is a status update for the previous budget period.

**2. Program Objective- Data for Section 204(a) of the Higher Education Act.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2.a. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **Achievement, as measured and defined by the partnership, for all prospective and new teachers.**  **Please explain how you defined achievement in the explanation of progress section.** | **HEA (1)** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 2.b. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **Teacher retention in the first three years of a teacher’s career.** | **HEA (2)** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 2.c. Performance Measure | **Measure Type** | **Quantitative Data** | | |
| **Improvement in the pass rates and scaled scores for initial State certification or licensure of teachers.**  **Please include this information separately for each area of certification in the explanation of progress section.**  **(Note: Enter the same data you entered for GPRA 3)** | **HEA (3)** | **Area of Certification** | **Average scaled score for initial State certification or licensure for participants** | |
| **Target** | **Actual** |
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**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**2. Program Objective- Data for Section 204(a) of the Higher Education Act.**

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| 2.d. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **The number of new pre-bac/5th year participants receiving certification in Year 4 (April 5, 2013 – April 4, 2014) who became highly qualified teachers hired by a high-need LEA participating in the partnership.** | **HEA (4)(A)** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  |  |  |  |  |  |
| **(B) The percentage of highly qualified teachers hired by the high-need local educational agency who are members of underrepresented groups;** | **HEA (4)(B)** |  |  |  |  |  |  |
| **(C) The percentage of highly qualified teachers hired by the high-need local educational agency who teach high-need academic subject areas (such as reading, mathematics, science, and foreign language, including less commonly taught languages and critical foreign languages);** | **HEA (4)(C)** | **High-need academic**  **subject area** | | **Number of highly-qualified teachers, who were hired by a high-need LEA participating in the partnership** | | | |
|  | | **Target** | | **Actual** | |
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| **(D) The percentage of highly qualified teachers hired by the high-need local educational agency who teach in high-need areas (including special education, language instruction educational programs for limited English proficient students, and early childhood education).** | **HEA (4)(D)** | **High-need area** | | **Number of highly-qualified teachers, who were hired by a high-need LEA participating in the partnership** | | | |
|  | | **Target** | | **Actual** | |
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| **(E) The percentage of highly qualified teachers hired by the high-need local educational agency who teach in high-need schools, disaggregated by the elementary school and secondary school levels.** | **HEA (4)(E)**  **Elementary**  **Secondary** | **Enter Data Here** | **Leave** | **Blank** | **Enter Data Here** | **Leave** | **Blank** |
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| **(F) As applicable, the percentage of early childhood education program classes in the geographic area served by the eligible partnership taught by early childhood educators who are highly competent.** | **HEA (4)(F)** |  |  |  |  |  |  |
| **(G) As applicable, the percentage of teachers trained—**  **To integrate technology effectively into curricula and instruction, including technology consistent with the principles of universal design for learning.** | **HEA (4)(G)(i)** |  |  |  |  |  |  |
| **(G) As applicable, the percentage of teachers trained—**  **To use technology effectively to collect, manage, and analyze data to improve teaching and learning for the purpose of improving student academic achievement.** | **HEA (4)(G)(ii)** |  |  |  |  |  |  |

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**2. Program Objective- Data for Section 204(a) of the Higher Education Act.**

**Explanation of Progress (Include Qualitative Data and Data Collection Information) -** This is your opportunity to explain the data for the Section 204(a) responses. When appropriate, explain what data were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Also, identify and describe preliminary findings or outcomes, including information to show whether you are making progress toward meeting each performance measure of Section 204(a). If expected data were not collected, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

**204(a) – Measure 2.a.: Please explain how you defined achievement.**

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**2. Program Objective- Data for Section 204(a) of the Higher Education Act.**

**204(a) – Measures 2.m. and 2.n.: Please describe the training provided.**

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**[ ]**  Check if this is a status update for the previous budget period.

**3. Program Objective** – Data for Teacher Quality Partnership program objectives for pre-bac/5th year programs.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 3.a. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **The number of teacher preparation programs at the institute(s) of higher education of the eligible partnership.** | **PROGRAM** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 3.b. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **The number of teacher preparation programs at the institute(s) of higher education of the eligible partnership that have been reformed in Year 4 (April 5, 2013 – April 4, 2014).** | **PROGRAM** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 3.c. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| **The number of new participants in year 2 (April 5, 2013 – April 4, 2014).** | **PROGRAM** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  |  |  |  |  |  |

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**3. Program Objective** - Data for Teacher Quality Partnership program objectives for pre-bac/5th year programs.

**Explanation of Progress (Include Qualitative Data and Data Collection Information) -** This is your opportunity to explain the data that appear for the TQP program measures. When appropriate, explain what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Also, identify and describe preliminary findings or outcomes, including information to show whether you are making progress toward meeting each performance measure. If expected data were not collected, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**[ ]**  Check if this is a status update for the previous budget period.

**4. Project Objective** - [Type your project objective here]

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| 4.a. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| *[Type your measure here]* | **PROJECT** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 4.b. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| *[Type your measure here]* | **PROJECT** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  |  |  |  |  |  |

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**4. Project Objective** - [Type your project objective here]

**Explanation of Progress (Include Qualitative Data and Data Collection Information) –** This is your opportunity to explain the data that appear for the TQP program measures. When appropriate, explain what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Also, identify and describe preliminary findings or outcomes, including information to show whether you are making progress toward meeting each performance measure. If expected data were not collected, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

An effective and appropriate explanation of progress will address each of the following:

-Description of data

-Progress toward goal

-Activity description

-Unintended problems/steps to address issue

-How data from your evaluation were used to inform and improve project.

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**[ ]**  Check if this is a status update for the previous budget period.

**5. Project Objective** - [Type your project objective here]

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 5.a. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| *[Type your measure here]* | **PROJECT** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| 5.b. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| *[Type your measure here]* | **PROJECT** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  |  |  |  |  |  |

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**5. Project Objective** - [Type your project objective here]

**Explanation of Progress (Include Qualitative Data and Data Collection Information) -** This is your opportunity to explain the data that appear for the TQP program measures. When appropriate, explain what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Also, identify and describe preliminary findings or outcomes, including information to show whether you are making progress toward meeting each performance measure. If expected data were not collected, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

An effective and appropriate explanation of progress will address each of the following:

-Description of data

-Progress toward goal

-Activity description

-Unintended problems/steps to address issue

-How data from your evaluation were used to inform and improve project.

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**[ ]**  Check if this is a status update for the previous budget period.

**6. Project Objective** - [Type your project objective here]

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 6.a. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| *[Type your measure here]* | **PROJECT** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 6.b. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| *[Type your measure here]* | **PROJECT** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  |  |  |  |  |  |

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**6. Project Objective** - [Type your project objective here]

**Explanation of Progress (Include Qualitative Data and Data Collection Information) -** This is your opportunity to explain the data that appear for the TQP program measures. When appropriate, explain what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Also, identify and describe preliminary findings or outcomes, including information to show whether you are making progress toward meeting each performance measure. If expected data were not collected, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

An effective and appropriate explanation of progress will address each of the following:

-Description of data

-Progress toward goal

-Activity description

-Unintended problems/steps to address issue

-How data from your evaluation were used to inform and improve project.

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**[ ]**  Check if this is a status update for the previous budget period.

**7. Project Objective** - [Type your project objective here]

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 7.a. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| *[Type your measure here]* | **PROJECT** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| 7.b. Performance Measure | **Measure Type** | **Quantitative Data** | | | | | |
| *[Type your measure here]* | **PROJECT** | **Target** | | | **Actual Performance Data** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  |  |  |  |  |  |

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**7. Project Objective** - [Type your project objective here]

**Explanation of Progress (Include Qualitative Data and Data Collection Information) -** This is your opportunity to explain the data that appear for the TQP program measures. When appropriate, explain what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Also, identify and describe preliminary findings or outcomes, including information to show whether you are making progress toward meeting each performance measure. If expected data were not collected, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

An effective and appropriate explanation of progress will address each of the following:

-Description of data

-Progress toward goal

-Activity description

-Unintended problems/steps to address issue

-How data from your evaluation were used to inform and improve project.

**SECTION B - Budget Information (**See Instructions. Use as many pages as necessary.)\*

In order to assess each annual budget and help to determine continuation funding, we request a complete descriptive narrative in an annual format on the ED524 Budget Summary Form explaining:

* How you have expended grant funds during the reporting period ((April 5, 2013 – April 4, 2014);
* Anticipated carryover from Project Year 1-4 (April 5, 2013 – April 4, 2014) and how you intend to use these carryover funds to achieve your goals and objectives in Project Year 5 ((April 5, 2014 – April 4, 2015);
* How you met your proposed match in Project Year 4, and your proposed match for Project Year 5. If you think you will be unable to meet your match in Year 5, submit a waiver request in separate document, along with the APR.

See instructions for completing the ED 524 Budget Summary Form for additional information on what should be included in your budget narrative.

**SECTION C - Additional Information (**See Instructions. Use as many pages as necessary.)

Please use this space to include information on any unanticipated outcomes or benefits from your project and/or to alert your program officer to any additions or changes that you anticipate during this or the coming performance period. These may include changes or additions to:

* Your eligible new and continuing partner LEAs or participants, with appropriate information demonstrating eligibility, including a letter of commitment from the LEA;
* Grant activities as approved in the original application; and
* Key personnel (indicate names, titles and percentages of time (levels of effort) for the requested key personnel and attach resumes or curricula vitae for the proposed key personnel).

You also may attach any additional evaluation reports or materials that you feel provide further information on or support to these objectives and measures.