**Grant Performance Tips**

Virtual Conference

April 2015

**Email correspondence.** Enter your grant award # and subject of the message in the subject line on all emails to the Department. All communication and grant documents are now saved in an electronic file system.

**Project staff availability.** If your grant is funded and staffed during the summer months, project staff should be available.

**Attendance at the Project Directors’ Conference** is a grant requirement.

**Program performance measures** are listed in the grant and continuation packages and results are reviewed each year at the Project Directors’ Conference. Performance on these program measures are reported annually to Congress in the U. S. Department of Education’s Budget Justification for the next fiscal year.

**Annual Performance Reports (APRs)**. APRs are typically due in May. The end of the reporting period is the last day of February. You should receive an automated message in January from OSEP with instructions and forms for completing the APR and submitting in G5. The cover page should be signed and uploaded with the APR in G5.

**APR training.** Training webinars are posted on the <http://www.tadnet.org/pages/509> website that define expectations for the APR. In addition, conference calls will be scheduled in early spring to review reporting requirements.

**Timely Submission.** According to 34 CFR 75.253(a)(3), the timely submission of this report is one of the factors that the Secretary will consider in determining whether to continue your project's funding for next fiscal year.

**Large Remaining Balances**. Continuation funding is not automatic and may be reduced based on large remaining balances from prior years. Use project funds in this order “first year in, first year out” and so forth.

**No Cost Extension (NCE)**. For the initial extension of a grant, grantees must send a NCE Reporting form along with an APR to their Project Officer. For any subsequent no-cost extensions, OSEP management must approve the extension. A grant in a no cost status must submit an APR. A performance report must be on file every 12-18 months.

**Close-out.**  You will receive a pre-expiration reminder letter 60-90 days prior to the performance end date along with guidance for preparing the Final Performance Report. A zero balance is expected by the end of the liquidation period.

**Final Performance Reports**. Final Reports along with a signed cover sheet are

due no more than 90 days after the end of the project and must be sent electronically to your Project Officer. Final Performance Reports will be submitted in G5.  *More information coming soon.*

**Excessive Draw Downs.** Draw downs are monitored, and excessive draw downs will require explanations from grantees for excesses above 50% - 80% - 100% in each of the first 3 quarters.

**Use of Grant Funds for Meetings/Conference Expenses.** Expenses must be consistent with your funded application and costs must be reasonable. The primary purpose of the meeting must be to disseminate “technical information” (e.g., best practices; theoretical, methodological or empirical advances in the field; training or professional development; or planning/coordinating work under the grant).

Consider whether there are more cost-effective or efficient alternatives. Grant funds can be used to attend a meeting to achieve the purposes of the grant, but they cannot be used for alcoholic beverages, entertainment, or to conduct lobbying activities. Grant funds may not be used to pay for food for attendees at a conference or meeting you are hosting unless doing so is necessary to accomplish legitimate meeting or conference business (e.g., working lunch).

All conference/meeting materials must include the following disclaimer found at EDGAR, 34 CFR 75.620: *The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.*

**Disclaimer Language on Project Work**

Use the following disclaimer as required by EDGAR, 34 CFR 75.620: *The contents of this (insert type of publication; e.g., report, presentation, brief) were developed under a grant from the US Department of Education, #H325xxxxxx. However, those contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government. Project Officer, xxxxxx x. xxxxxxxx.*

Use the OSEP logo, IDEAs that Work, on each document, publication, presentation PowerPoint, etc. to identify your funding source. Logo templates are located at <http://www.tadnet.org/pages/485-about> under the “**OSEP AND TA&D NETWORK LOGOS” heading**.