



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF INNOVATION AND IMPROVEMENT
TEACHER QUALITY PROGRAMS

May 5, 2006

Dear Teaching American History (TAH) Colleague:

Enclosed you will find the forms and instructions for the U.S. Department of Education's (ED) Grant Performance Report (ED 524B). In accordance with the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.253, recipients of multi-year discretionary grants must submit an Annual Performance Report (APR) demonstrating that substantial progress has been made towards meeting the approved objectives of the project. In addition, discretionary grantees are required to report on their progress towards meeting the performance measures established for the ED grant program and any project-specific performance measures that were included in the grantees' approved grant applications.

The instructions for the ED 524B will provide you with a step-by-step guide to completing the report. Please review the instructions carefully. In particular, note the following:

- The APR is normally due 30 days after each performance period ends. However, **we are asking all grantees to submit their APRs by October 31, 2006**. This due date will allow extra time for preparation and submission for the 2004 grantees. If you preparing a Final Performance Report, please submit it within 90 days of your performance period end date.
- The ED 524B contains three parts: Cover Sheet, Executive Summary, and Project Status Chart. All grantees must use the ED 524B for submission of the APR and the final performance report, if applicable. Grantees no longer need to produce their own report.
- The ED 524B requires that the **Business Office of the local educational agency complete** all financial information, including budget, expenditure, and indirect cost data. Please allow sufficient time for your Business Office to provide you with this information in order for you to meet the performance due date.
- The ED 524B requires that grantees provide both project objectives and performance measure(s) linked to these objectives. As the instructions for Section A indicate, you must specify the type of performance measure that you are using. The only performance measure options that apply to TAH grantees are: (1) **project-specific** measures and (2) **Government Performance and Results Act (GPRA)** measures. **TAH grantees must respond to both Options 1 and 2**. Option 2, the GPRA indicators, appears first on the APR form, which is attached. The GPRA indicators are: (1) *Students in experimental and quasi-experimental studies of educational effectiveness of Teaching American History projects will demonstrate higher achievement on course content measures and/or statewide U.S. history assessments than students in control and comparison groups;* and (2) *Teachers will demonstrate an increased understanding of*

*American history through the use of nationally validated tests of American history that can be directly linked to their participation in the Teaching American History program. **All grantees must respond to these two GPRA indicators** providing, to the extent possible, all the information they have on student performance and teacher content knowledge gains. Grantees must also respond to Option 1, project-specific measures, by stating the goals and objectives from the original application and noting the annual progress toward meeting these goals and objectives. A project-specific measure is one that was established in the grant application to demonstrate progress towards meeting each project objective. Space is provided on the APR form following the GPRA indicators to first, state these goals and objectives, and second, state the annual progress made toward meeting them. Please see the attached sample APR form for an example of how the report will look.*

The TAH grant program is participating this year with e-Reports, ED's electronic performance reporting initiative. Although your participation with e-Reports is voluntary, **you are strongly encouraged to complete and submit your ED 524B through this system (<http://e-grants.ed.gov/>)**. Please note that the ED 524B was specifically designed to be completed and submitted electronically. For example, narrative text blocks are expandable in e-Reports, and basic grantee identifying information will already be incorporated into e-Reports. Further, the electronic submission of data will facilitate aggregation and analysis of grantee data by ED.

If you are submitting a paper copy of the ED 524B, please submit one original and two copies to the following address:

[your program officer's name]
U.S. Department of Education
Office of Innovation and Improvement
Teaching American History Program
400 Maryland Ave, SW
Washington, D.C. 20202-5960

Please do not hesitate to contact us if you have any questions regarding the preparation and submission of the ED 524B.

Sincerely,

Alex Stein, Ph.D.
Team Leader
Teaching American History Program

Enclosures