

## **FINAL REPORT GUIDANCE**

This will assist you in submitting a final performance report using ED Form 524B. This report needs to be completed and sent to the Office of Special Education Programs (OSEP) within 90 days of the day your grant closes.

- You can find form ED-524-B on the Education Department's web site:  
<http://www.ed.gov/fund/grant/apply/appforms/appforms.html> The specific ones you will need are:
  - Cover sheet and summary
    - PDF: [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_cover.pdf](http://www.ed.gov/fund/grant/apply/appforms/ed524b_cover.pdf)
    - Word: [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_cover.doc](http://www.ed.gov/fund/grant/apply/appforms/ed524b_cover.doc)
  - Project Status
    - PDF: [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_status.pdf](http://www.ed.gov/fund/grant/apply/appforms/ed524b_status.pdf)
    - Word: [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_status.doc](http://www.ed.gov/fund/grant/apply/appforms/ed524b_status.doc)
  - Instructions
    - PDF: [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_instructions.pdf](http://www.ed.gov/fund/grant/apply/appforms/ed524b_instructions.pdf)
    - Word: [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_instructions.doc](http://www.ed.gov/fund/grant/apply/appforms/ed524b_instructions.doc)
- The ED 524B form can be used for both annual and final performance reports, so please check the appropriate box on the cover sheet.
- The instructions include both annual and final performance reports. Performance reporting requirements can be found in 34 CFR 74.51, 75.590 and 80.40 of the Education Department General Administrative Regulations (EDGAR), which can be found at <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Guidance can also be found in the Handbook for the Discretionary Grant Process, Chapter 5 – Post Award Activities, section 5.7 at:  
<http://www2.ed.gov/policy/gen/leg/foia/acshbocfo4a.pdf>

### **Additional Information for Filling Out the Cover Sheet:**

- Check box for final report
- 7. Reporting Period is the end date of your last Annual Performance Report (Continuation Report) to the date your grant ends.
- 8a. Previous Budget Period are the dates covered in your last continuation report
- 8b. Current Reporting Period is the end date of your last Annual Performance Report (Continuation Report) to the date your grant ends.
- 8c. Entire Project Period should total your funds over all the years of your grant
- 11a. Performance Measures Status – check “Yes”
- Remember that the cover sheet needs to be signed by an authorized representative, either your board president if you are a non-profit organization or, if you are affiliated with a university or State Education Agency, the designated person in your grants office. If you submit electronically, see instructions below for submitting a signed cover sheet.

- You may choose one of the following options to submit your report (the preferred method is electronic submission):

1. Submit final reports electronically to: Patricia.Wright@ed.gov. A signed signature page must accompany the final report. Only one coversheet is necessary. If you have not included a signed coversheet in your electronic submission, please fax a copy of the signed 524B cover sheet to 202-245-7635, attention: Patricia Wright. Please reference the program officer at ED and your individual award number on the coversheet, as we receive many reports daily.
2. When electronic submission is not possible, forward your report via U.S. Mail, FedEx, or UPS to:

**U.S. Department of Education  
OSERS/GCST  
Attn: Patricia Wright  
PCP-Room 5064  
400 Maryland Avenue, SW  
Washington, DC 20202-2550.**