



## UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF INNOVATION AND IMPROVEMENT

April 8, 2010

### **Dear Parental Information and Resource Center Project Director:**

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 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.

This letter serves to provide you with information on the submission of the Annual Performance Report (APR) required for your Parental Information and Resource Center (PIRC) grant. **The due date for the submission of the APR is June 5, 2010 by no later than 4:30pm EDT.** It is critical that all data for the APR be submitted to ED by the June 5, 2010 due date, as reports submitted after the due date will be processed last and may be at risk for continuation funding.

This year's PIRC annual performance data will be collected via the ED 524B form utilizing ED's electronic performance reporting system called e-Reports. The ED-524B will be available in e-Reports by close of business on May 5, 2010. Your participation with e-Reports is mandatory.

As a reminder, the PIRC Annual Performance Report technical assistance webinar will be held on **Tuesday, April 13, 2010 from 3:00 to 4:30 p.m. (EDT).** The purpose of this webinar is to provide technical assistance to the PIRC Project Directors and their grant teams, and answer any questions they may have about the e-Reporting process and the ED 524B performance report. PIRC project directors and their teams are requested to participate in this technical assistance webinar.

The following are important dates and information to remember:

- The reporting and budget period for this year's APR is October 1, 2009 to September 30, 2010.
- If complete data on performance measures for this entire reporting period have not been obtained when you submit the ED 524B, please submit available data with this report. Please be sure to submit complete performance measures data by October 29, 2010.
- Your annual performance report is due no later than June 5, 2010 at 4:30pm EDT.
- Continuation awards cannot be made until a fully complete performance report has been received, reviewed and approved.

The following attachments are included with this letter:

- ED 524B Cover Sheet
- ED 524B Status (sections A, B, C)
- ED 524B Instructions
- PIRC program officer contact list

Please do not hesitate to contact your PIRC program officer listed on the attached PIRC program officer contact list if you have questions regarding the preparation and submission of your annual performance report, the requirements in the ED 524B or the use of e-Reports. Some of the grants have been reassigned; please check the list to ensure that you are contacting your assigned program officer listed below:

- Rosie Kelley, PIRC Team Lead, Education Program Specialist, 202-260-0911, [rosie.kelley@ed.gov](mailto:rosie.kelley@ed.gov)
- Veronica Edwards, Management and Program Analyst, (202) 260-2403, [veronica.edwards@ed.gov](mailto:veronica.edwards@ed.gov)
- Monique Toussaint, Management and Program Analyst, (202) 260-0964, [monique.toussaint@ed.gov](mailto:monique.toussaint@ed.gov)

Sincerely,

Anna Hinton, Ph.D.  
Director  
Office of Parental Options and Information  
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U.S. Department of Education