

**High School Equivalency Program
U.S. Department of Education
Annual Performance Report and
Final Performance Report Form**

Use this *MS Word* file **ONLY** for:

Block D, Block E1, Block F

Use the *MS Excel* file **ONLY** for:

Block A, Block B, & Block C, & Block E2

The **HEP GPRA 1 Documentation Form**
is completed in a separate *MS Word* file.

D. HEP Project Goals and Objectives

Project Performance Objectives Information
 (Use as many pages as necessary.)

Project Year: (check one: Y1 Y2 Y3 Y4 Y5 F)

Section 1. Project Objective

1.a. Performance Measure	Quantitative Data					
	Target			Actual Performance Data		
	Raw Number	Ratio	%	Raw Number	Ratio	%
/		/				
Y1						
Y2						
Y3						
Y4						
Y5						
Final						

1.b. Performance Measure	Quantitative Data					
	Target			Actual Performance Data		
	Raw Number	Ratio	%	Raw Number	Ratio	%
/		/				
Y1						
Y2						
Y3						
Y4						
Y5						
Final						

HEP Final Performance Report
Project Name: Sample University
PR Number: S141A_____

Grant Year: Y1___ Y2___ Y3___ Y4___ Y5___
Reporting Period: __/__/20__ - __/__/20__
Example of Reporting Period: 07/01/20__ - 06/30/20__

Section 2: Explanation of Progress (Include Qualitative Data, Data Resulting from Experimental or Quasi-Experimental Design, and Data Collection Information) (maximum 2500 words)

Section 3: FINAL PERFORMANCE REPORT ONLY (This information covers the entire project period, or five years.) (maximum 2500 words).

Grantees must answer each of the questions below:

1. Utilizing the evaluation results, draw conclusions about the success of the project and/or its impact. Describe any unanticipated outcomes or benefits from the project and any barriers that may have been encountered.
2. What would you recommend as advice to other educators that are interested in your project? How did the original project ideas change as a result of conducting the project?
3. If applicable, describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results.

E. HEP Project Budget Information (see instructions)

1. **Section E1 – Report the following items 1.a. – 1.d. below.**
 - 1.a. For budget expenditures made with Federal grant funds, you must provide an explanation if funds have not been drawn down from G5 to pay for the budget expenditure amount reported in item 8b of the Cover Sheet and column (b) of table below.
 - 1.b. Provide an explanation if you did not expend funds at the expected rate during the reporting period.
 - 1.c. Describe any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives.
 - 1.d. Describe any significant changes to your budget resulting from modification of project activities.

F. Additional Information (see instructions)

Note: Do not include requests for budget revisions, supplemental funding or changes to your application’s activities in this performance report. See Section F of the APR Instructions for details on the type of information you may provide below.

Additional Information:

Public Burden Statement:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 32 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-62-418A). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1810-0684.

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