

# Quarterly Performance Report

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## Purpose of the Quarterly Performance Report

- Ensure state and federal compliance
- Increase grantee accountability
- Assist with ongoing program technical assistance and training
- Quarterly and End of Year Quarterly Performance Report

## QPR-Frequently Asked Questions

- What is included?
- When is it due?
- Is it just about program operation?
- Is fiscal information included on the form?
- I have 2 cohorts, how many of these do I need to complete?
- What is an attendance threshold?

## Quarterly Reporting Periods

- **Quarterly Performance Report due to PDE**, the quarterly grantee report is submitted directly to PDE within 10 days of the end of the fiscal quarter.
- First Quarter will be 3/1/10-6/30/10 and the Expenditure Report will be due 7/14/10
- During the 2010-2011, 2011-2012 and 2012-2013 program years, Quarterly Expenditure Reporting Periods will be as follows:
  - 7/1/10-9/30/10 due 10/14/10
  - 10/1/10-12/31/10 due 1/15/11
  - 1/1/11-3/31/11 due 4/14/11
  - 4/1/11-6/30/11 due 7/14/11

## Sections of the QPR Form

- Grantee Identification
- Student Participant Numbers, Target Population and Attendance Threshold
- Program Classification
- Program Requirements
- Reporting Requirements
- Program and Budget Revisions
- Quarterly Expenditures

## Grantee Identification

- Grantee Identifiers
- Preparer Name and Contact Information
- C5 First Quarterly Reporting Period- aligns with fiscal periods- first report for March 1- June 30, 2010

## **Student Participant Numbers, Target Population and Attendance Threshold**

- Student Participation Chart
- Projected, approved and actual number of student participants
- Attendance Threshold
- Grade Level
- Schools Served and Feeder Schools
- Target Population

## Program Classification

- Afterschool school year
- Summer
- Saturdays and Holidays
- Before School
- Parent Programs

## Program Requirements

- Operational Hours
- Site locations
- Subcontractors and Letters of Agreement
- Physical Activity Requirement
- Academic Enrichment
- Parental Involvement
- State and National Conference Attendance
- Community Advisory Board
- Sustainability Planning
- Branding

## Program Reporting Requirements

- Evaluation
  - Federal PPICS-Grantee Profile
  - State Report (AIU3)-C5 Implementation Guide
  - Local Level Evaluation
- Monitoring and Follow-up Forms
- Program and Budget Revisions
- Quarterly or Monthly Expenditure Report Forms
- Quarterly Performance Report
- Contact Information Forms

## Program and Budget Revisions

- Submitted Prior to Implementation
- Changes in Subcontractors and Letters of Agreement
- Budget-more than 20% of a major category require PDE approval.

## Program Recognition and Branding

- List local, state and national recognition
- Provide copies to PDE
- Lights On Afterschool- October 21, 2010
- Program materials, newspaper articles, etc. distributed to the public

## Quarterly Expenditures

- Expenditure Report Form
- Spending Guidelines
- Monthly or Quarterly
  - Approved Budgeted
  - Actual Expenditures
  - Cumulative Expenditures
  - Balance
- Indirect Costs

## Contact Information

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