

## Tips for Addressing Common GPRA Reporting Challenges

### SPDG Program Measure 3

**Measure:** The percentage of Special Education State Personnel Development Grant-funded initiatives that meet targets for the use of funds to sustain SPDG-supported practices

**Grantees required to report on the measure:** All active grants in initiative years 2 and beyond

#### **Reminder**

- **Grant year:** Counted from the year the SPDG grant was awarded
- **Initiative year:** Counted from the year that project implementation began

Tip 1: Review [reporting guidance](#) for the measure before entering performance data into the ED 524B Project Status Chart

- The guidance includes information about requirements for the measure, information on how to establish a target, and instructions for reporting data in the Project Status Chart.

Tip 2: Establish a target that is appropriate and achievable

- Work with your Project Officer to confirm that your target will not be too difficult or too easy to achieve based on relevant data that are available.

Tip 3: Confirm that you are using the correct equation

- Numerator: Cost of technical assistance (TA) activities to sustain use of new skills
- Denominator: Cost of all professional development (PD) activities

Tip 4: Report complete data in the correct location of the Project Status Chart

- Enter the numerator, denominator, and resulting percentage in the Project Status Chart. There should be enough information so that reviewers can replicate the calculations.
- Confirm that you have entered target data and actual data in the corresponding sections of the Project Status Chart.

#### **Reminder**

Project Status Chart Measure Types

- **Program:** Represents data for a required (GPRA) measure
- **Project:** Represents data for a measure the project team created

#### Sample data in the Project Status Chart

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
By the end of initiative year 4, 70 percent of SPDG funds will be used for TA activities to sustain the teacher support program	Program		427,350 / 610,500	70		439,560 / 610,500	72