



## INSTRUCTIONS FOR COMPLETING THE LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP PROGRAM PERFORMANCE REPORT

FORM APPROVED  
O.M.B. No. 1845-0044  
EXPIRATION DATE:  
11/30/2003

Public reporting for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1845-0044, Washington, DC 20503.

### A. FREQUENCY OF REPORT

The Leveraging Educational Assistance Partnership Performance Report is submitted once a year. This report covers your FY 1999 allotment(s) used for student awards between July 1, 1999 and June 30, 2000.

### B. SUBMISSION OF REPORT

The signed original of the Leveraging Educational Assistance Partnership Performance Report should be sent to:

**Greg Gerrans**  
**LEAP Program**  
**Room 4616, ROB - 3**  
**Office of Student Financial Assistance Programs**  
**U.S. Department of Education**  
**7<sup>th</sup> and D Streets, S.W.**  
**Washington, DC 20202-5138**

### C. PREPARATION OF REPORT

**SECTION I:** Include all State expenditures in 1999-2000 for grants and work-study jobs for students attending institutions of higher education (need-based and nonneed-based awards, both to undergraduate and graduates), but do not include the LEAP Federal share you received.

#### SECTIONS II, III, IV:

**Reporting by Dependency Status:** To the extent practicable, State LEAP Program funds shall represent the same proportionate distribution of the funds awarded to independent students in the LEAP Program as to the funds awarded to all students in the State program or programs of which the State's LEAP Program is part.

**Number of Dependent Recipients:** Include all dependent recipients of awards under your program(s) through which Federal LEAP funds were expended. This total must include dependent recipients of both the Federal allotment and all State-appropriated funds used to match the Federal allotment under section 415C(b).

**Number of Independent Recipients:** Include all independent recipients of awards under your program(s) through which Federal LEAP funds were expended. This total must include independent recipients of both the Federal allotment and all State-appropriated funds used to match the Federal allotment under section 415C(b).

**Total Federal Funds:** Include only the expenditures of your Federal allotment. When exact expenditures are available, you should use them. However, if your State accounts for Federal program expenditures at the program level, not the student level, complete this section as though Federal LEAP funds were distributed equally to each recipient of your State's LEAP program.

**Total State Funds:** Include only the expenditures of all State-appropriated funds in your LEAP program. These funds are used to match or overmatch your Federal allotment. These funds are awarded to students under the LEAP program regulations and statute. When exact expenditures are available, you should use them. However, if your State accounts for Federal program expenditures at the program level, not the student level, complete this section as though State-appropriated LEAP funds were distributed equally to each recipient of your State's program.

**Item 4.b.:** Check all the enrollment statuses for which students are eligible to receive LEAP Program awards.

**Item 4.c.:** Provide the data requested on the chart for all the enrollment statuses for which students received LEAP program awards. You need not complete this chart if only full-time students are eligible in your state.

**NOTE:** Further monies or other benefits may be withheld unless this report is completed and filed as required by existing law (20 U.S.C. 1070c-2)