



**SPECIAL EDUCATION GRANT AWARD FINAL REPORT**  
 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION  
 SPECIAL EDUCATION  
 SFN 12375 (03/2017)

Instructions for completing this form are on Page 2.

1. Recipient Organization Name	2. Project Name
3. Project Period Begin Date	Project Period End Date

4. Brief description of project results: may include objectives, outcomes, and recommendations for sustainability. **Be specific:** more information should be included in an attached final report narrative.

**5. Expenditure Summary**

**Expenditures**

Budget Category	Grant Funds Approved Budget	Grant Funds	Other Funds
Personnel 100			
Consultant Services 300			
Travel 500			
Consumable Supplies 600			
Equipment 700			
Other 800			
TOTALS			

**6. Certification**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Signature of Authorized Official/Project Director	Typed Name of Authorized Official/Project Director	Date Signed
Title of Authorized Official/Project Director	Email Address	Telephone Number

**7. State Office Use Only:**

In signing below, I approve this final report and certify to the best of my knowledge that the report is complete and accurate, expenditures are applicable to the statement of work, and progress is satisfactory.

Approved By (signature)	Print Name	Date Signed
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## INSTRUCTIONS

This cover page must be completed by all applicants approved for discretionary funding, and included with the final report narrative\*. The report must be fully completed and signed by the applicant's authorized official. The report is due on or before 30 days after completion of the project. The entire report should be typewritten and contain original signatures. Final invoices will not be paid until a final report is approved.

Final reports should be submitted to:

Department of Public Instruction  
Office of Special Education  
600 E Boulevard Ave, Dept. 201  
Bismarck ND 58505-0440

Please read and follow the instructions carefully. Questions and inquiries should be directed to the Special Education Office at (701) 328-2277.

1. **RECIPIENT ORGANIZATION:** The public agency that assumed programmatic and fiscal accountability for the use and disposition of federal funds awarded on the basis of an application.
2. **PROJECT NAME:** from application.
3. **PROJECT PERIOD:** enter start and end dates of project work. Final report is due within 30 days of project end date.
4. **BRIEF DESCRIPTION OF PROJECT RESULTS:** Provide an abbreviated and informative summary of the project's accomplishments. Summary will be used to provide information about your project to other units. Please use complete sentences. Please attach a complete narrative as needed.
5. **EXPENDITURE SUMMARY:** Show the budget by category from your grant notice of award (or revision) in the first column. List federal and other expenditures for this project in the next two columns. Be sure that grant expenditure category totals are within 10 percent of awarded total. In the final report narrative, provide a list of any equipment purchased and discuss any material deviations from the approved budget.
6. **CERTIFICATION/SIGNATURES:** Self-explanatory
7. **STATE OFFICE USE ONLY:** Self-explanatory

**\*ATTACH A FINAL REPORT NARRATIVE:** the narrative should be a description of accomplishments and a report of goals/milestones achieved. This description should be much more detailed than # 3 and specific in describing what actual accomplishments and benefits were achieved by this project. Include information such as number of students or teachers served, lessons learned, challenges, discussion of any objectives that were not met, best practices developed, etc.