U.S. Department of Education

Office of English Language Acquisition (OELA)

Annual Performance Report (APR)

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AGENDA

- Overview of ED 524B
- Resources
- Q&A

Grant Performance Report, ED 524B

- **Cover Sheet**
- **Executive Summary**
- **Project Status Chart Section A**
- **Project Status Chart Section B-C**
- **GPRA measure**
- **Project measure**
- **Complete data report**

Grant Performance Report, ED 524B

- ED 524B is the Department's generic performance report for discretionary grants
- Used by OELA as an *annual* performance report (APR) and as a *final* performance report (FPR)
- * <u>Performance Measures Status</u> (Complete Data) is a supplement of the APR.

Purpose of ED 524B

- ED collects performance measures data from grantees to demonstrate program success to Congress by way of the Government Performance and Results Act (GPRA).

- Performance information:
  - **Guides ED's budget request for programs**
  - **Ensures program implementation is focused on results**
  - **Ensures success is measured by results achieved**

Purpose of ED 524B

- It serves as a financial and performance monitoring tool for ED program offices for individual grants

  - **Annual Reports: Grantees provide data to demonstrate that they are making substantial progress toward meeting approved goals, objectives, and performance measures to receive continuation funding.**

Highlights of the ED 524B

- Five page form for reporting all required information

  - **Includes the GPRA and/or Program performance measures that you are required to report on, and**
  - **Other program office instructions**

Highlights of the ED 524B

- **ED 524B Form includes:**
  - **<u>Cover Sheet</u>** (page 1) -- Identifying information; Budget Expenditure Data; Indirect Cost Information; Performance Measures Status; Human Subjects Information; Certification

  - **<u>Executive Summary</u>** (page 2)

  - **<u>Project Status Chart</u>** (pages 3 & 4)

    Section A -- Project Objectives Information and Related Performance Measures Data

  - **<u>Project Status Chart</u>** (page 5)

    Section B -- Budget Information

    Section C -- Additional Information

Cover Sheet (page 1)
Identifying information;
Budget Expenditure
Data; Indirect Cost
Information;
Performance Measures
Status; Human Subjects
Information;
Certification by
Superintendent.

U.S. Department of Education
Grant Performance Report Cover Sheet (ED 524B)

OMB No. 1890-0004

Check only one box per Program Office instructions.
☐ Annual Performance Report   ☐ Final Performance Report

Expiration: 10-31-2007

General Information

1. PR/Award #: | | | | | | | | | | | | | 2. NCES ID #: | | | | | | | | | | | | | |
(Block 5 of the Grant Award Notification.)   *(See Instructions.)*

3. Project Title: _____
(Enter the same title as on the approved application.)

4. Grantee Name *(Block 1 of the Grant Award Notification.)*:_____

5. Grantee Address *(See Instructions.)*

6. Project Director Name:_____Title:_____
   Ph. #: ( ) _____ - _____   Ext: ( )   Fax #: ( ) _____ - _____
   Email Address:_____

Reporting Period Information *(See instructions.)*

7. Reporting Period: From: _____/_____/_____   To: _____/_____/_____ (mm/dd/yyyy)

Budget Expenditures *(To be completed by your Business Office. See instructions. Also see Section B.)*

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds *(Match/Cost Share)*
a. Previous Budget Period		
b. Current Reporting Period		
c. Entire Project Period *(For Final Performance Reports only)*		

Indirect Cost Information *(To be completed by your Business Office. See instructions.)*

9. Indirect Costs
   a. Are you claiming indirect costs under this grant?   ___Yes   ___No
   b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal government?   ___Yes   ___No
   c. If yes, provide the following information:
      Period Covered by the Indirect Cost Rate Agreement: From:_____/_____/_____ To: _____/_____/_____ (mm/dd/yyyy)
      Approving Federal agency: ____ED   ____Other *(Please Specify)*:_____
      Type of Rate *(For Final Performance Reports Only)*: ___Provisional ___Final ___Other *(Please specify)*_____
   d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that :
      ____ Is included in your approved Indirect Cost Rate Agreement?
      ____ Complies with 34 CFR 76.564(c)(2)?

Human Subjects *(See instructions.)*

10. Annual Certification of Institutional Review Board (IRB) Approval?   ___Yes ___No ___N/A

Performance Measures Status and Certification *(See instructions.)*

11. Performance Measures Status
    a. Are complete data on performance measures for the current budget period included in the Project Status Chart?   ___Yes ___No
    b. If no, when will the data be available and submitted to the Department? _____/_____/_____ (mm/dd/yyyy)

12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

Name of Authorized Representative:	Title:
Signature:	Date:

ED 524B   Page 1 of 5

Executive Summary (page 2)

U.S. Department of Education
Grant Performance Report (ED 524B)
Executive Summary

PR/Award #:

(See Instructions.)

Consider the following outline in preparing the ES:

Brief summary of project with updates of original grant abstract, including the total NAM ELs served, grade levels, native language, project goals and objectives, GPRA measures, and activities. Extent to which expected outcomes and performance were achieved, grant assisting in capacity building, and project's most important successes.

U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart

PR/Award #: | | | | | | | | | | | | |

SECTION A - Project Objectives Information and Related Performance Measures Data

(See Instructions. Use as many pages as necessary.)

1. Project Objective ☐ Check if this is a status update for the previous budget period.

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

Project Status Chart (pages 3 & 4)
Section A -- Project Objectives Information and Related Performance Measures Data

U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart

OMB No. 1890 - 0004
Expiration: 10-31-2007

PR/Award #:

SECTION B - Budget Information (See Instructions. Use as many pages as necessary.)

Project Status Chart (page 5)
Section B -- Budget Information and
Section C -- Additional Information

It is helpful to use columns to display, in chart format, information by budget category on funds approved, funds expended to date, unexpended funds projected to be expended by the end of the budget period and funds expected to be carried over (EDGAR 74.25 (e) (3) and 75.253(c)(1)) to the next budget period.

(See recommended Chart)

SECTION C - Additional Information (See Instructions. Use as many pages as necessary.)

How Should I Report On Expended and Unexpended Funds?

In reporting on the budget, (ED-524B, Section B) it is helpful to use columns to display, in chart format, information by budget category on *funds approved*, *funds expended to date*, *unexpended funds* projected to be expended by the end of the budget period and funds expected to be *carried over* (EDGAR 74.25 (e) (3) and 75.253(c)(1)) to the next budget period. It will also be helpful for project directors to coordinate with their Business offices prior to submitting their annual performance report to review funds that have been drawn down during the current budget period. Be sure to include the percentage of funds you expect to carry over. Anticipated Carryover_____%

Category	Funds Approved	Funds Expended	Funds Unexpended	Anticipated Carryover
Personnel				
Fringe Benefits				
Supplies				
Other				
Training Stipends				
Totals				

Highlights of the ED 524B

Focus on Evaluation Results

- Report on results to date of your project evaluation as required under EDGAR, 34 CFR 75.590 http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html
  - Project Evaluation Plan should be included in your approved grant application
  - Major emphasis on data quality

Highlights of the ED 524B

Alignment of Project Objectives and Performance Measures

- **In ED 524B, reporting on project objectives is aligned with reporting on performance measures**

  - **Project Objectives: State what you hope to achieve with your funded grant project**

  - **Performance Measures: Demonstrate whether you have met or are making progress towards meeting your project objectives**

  * project objectives and performance measures should be aligned in the grant original application

Highlights of the ED 524B
Emphasis on Data Quality

- **To ensure the validity and reliability of the data, for each project objective and associated performance measure(s), you must indicate:**
  - **What data were collected**
  - **When they were collected**
  - **Evaluation methods that were used, and**
  - **How the data were analyzed.**

* **Report any modifications made to your approved evaluation plan**

Highlights of the ED 524B

Section A – Project Status Chart

For each project objective included in your approved grant application provide:

- **Quantitative and/or qualitative data for each associated performance measure**

- **Project-specific performance measures and measures established by OELA (e.g., GPRA measures)**

- **Target and actual performance data for each quantitative performance measure**

Section A – Project Status Chart

Quantitative Performance Measures Data

- <u>If</u>: Performance measure is expressed in terms of a <u>single number</u> (e.g., number of workshops that will be conducted or number of students that will be served)

- <u>Then</u>: Grantee completes only the **Raw Number Column** of both the Target and Actual Performance Data Boxes.

Quantitative Data					
Target			Actual Performance Data		
Raw Number	Ratio	%	Raw Number	Ratio	%
	/			/	

Section A – Project Status Chart

Quantitative Performance Measures Data

- **If**: Performance measure is expressed in terms of a <u>percentage</u> (e.g., % of students that attain proficiency)

- **Then**: Grantee completes both the **Ratio and Percentage Columns** of both the Target and Actual Performance Data Boxes.

  - **Numerator of Ratio**: Numerical Target (e.g., # of students that are expected to attain proficiency) or Actual Performance Data (e.g., # of students that attained proficiency)

  - **Denominator of Ratio**: Universe (e.g., all students served)

  - * **Percentage column is automatically calculated in e-Reports after grantee completes Ratio column.**

Highlights of the ED 524B
Section A – Project Status Chart

For each project objective included in your approved grant application provide:

- **A description of preliminary findings or outcomes to demonstrate progress towards each measure**

- **An explanation of how your performance measures data demonstrate that you have met or are making progress towards meeting each project objective**

* Provide an explanation if expected data were not attained or expected progress was not made. Include a description of the steps and schedules for addressing the problem or issue.

Highlights of the ED 524B

Performance Measures Status

- **ED 524B Cover Sheet (Item 11):**
  - **Are complete data on performance measures for the current budget period being submitted with the performance report (in Section A of the Project Status Chart)?**
  - **If not, when will the data be available and submitted to ED?**

  *GPRA complete data is due October 15.

Highlights of the ED 524B

Performance Measures Status

- ## ED 524B Cover Sheet

  APR reporting period is from start of current budget period through 30 days before due date of report.

  APR due date: 4/30

  NAM GPRA "Actual Performance Data" due date: 10/15

ED 524B Cover Sheet
Item 11 – Performance Measures Status

Performance Measures Status and Certification *(See instructions.)*

11. Performance Measures Status

    a. Are complete data on performance measures for the current budget period included in the Project Status Chart? ___Yes ___No

    b. If no, when will the data be available and submitted to the Department? _____/_____/_____ (mm/dd/yyyy)

Highlights of the ED 524B

Reporting Period

- **ED 524B Cover Sheet (Item 7):**

  - **Annual Performance Reports:** Reporting period is from start of current budget period through 30 days before due date of report.

  - Annual performance reports are generally due 7 to 10 months after the start of the budget period.

ED 524B Cover Sheet
Item 7 – Reporting Period

Reporting Period Information *(See instructions.)*

7. Reporting Period: From: _____/_____/_____   To: _____/_____/_____   (mm/dd/yyyy)

Highlights of the ED 524B

Financial Reporting Requirements

- **All financial questions must be completed by your Business Office**

- **Budget Expenditures Data (Cover Sheet, Item 8)**
  - **Submit actual budget expenditures for:**
    - **1) Entire Previous Budget Period**
    - **2) Current Reporting Period**

    *Breakdown expenditures between Federal and Non-Federal funds (See Sample Chart)

ED 524B Cover Sheet

Item 8 – Budget Expenditures

Budget Expenditures *(To be completed by your Business Office. See instructions. Also see Section B.)*

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds *(Match/Cost Share)*
a. Previous Budget Period		
b. Current Reporting Period		
c. Entire Project Period *(For Final Performance Reports only)*		

Highlights of the ED 524B

Financial Reporting Requirements

- **Budget Information (Section C of the Project Status Chart)**
    - **Provide an explanation if funds have not been drawn down from G5 to pay for budget expenditures reported in item 8 on Cover Sheet**

    - **Provide an estimate of any carryover funds and indicate how you plan to use them**

    - **Describe significant budget changes resulting from modification of project activities**

    - **Describe anticipated changes in budget for next budget period that require prior approval**

Highlights of the ED 524B

Financial Reporting Requirements

- **Indirect Cost Information (ED 524B Cover Sheet, Item 9)**

  Are you claiming indirect costs under this grant?

  - <u>Yes</u>: **Do you have an Indirect Cost Rate Agreement approved by the Federal government?**

  - <u>Yes</u>: **What is the period covered by the Agreement?**

  - **Which Federal agency approved the Agreement?**

ED 524B Cover Sheet
Item 9 – Indirect Costs

Indirect Cost Information *(To be completed by your Business Office. See instructions.)*

9. Indirect Costs

   a. Are you claiming indirect costs under this grant?   ___Yes   ___No

   b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal government?   ___Yes   ___No

   c. If yes, provide the following information:

      Period Covered by the Indirect Cost Rate Agreement: From:_____/_____/_____ To: _____/_____/_____ (mm/dd/yyyy)

      Approving Federal agency: _____ED   _____Other *(Please Specify):*_____

      Type of Rate *(For Final Performance Reports Only):* ___Provisional ___Final ___Other *(Please specify)*_____

   d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that :

     _____ Is included in your approved Indirect Cost Rate Agreement?

     _____ Complies with 34 CFR 76.564(c)(2)?

Highlights of the ED 524B
Cover sheet signature

Name and signature of Authorized Representative recommended to be the

Superintendent

DATA Collection Recommendations

- **Match data & analysis to objectives**

- **Collect data all year**

- **May help to have a part-time person paid for by project to help with data entry & maintenance.**

Obtain ED 524B

ED 524-B Form - Grant Performance Report
(Part 1 - Cover Sheet and Summary)

ED 524-B Form - Grant Performance Report
(Part 2 - Project Status)

ED 524-B Form - Grant Performance Report
(Part 3 - Instructions)

http://www2.ed.gov/fund/grant/apply/
appforms/appforms.html

Questions?

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Thanks!