NATIONAL PROFESSIONAL DEVELOPMENT PROGRAM
2012 GRANTEE FINAL PERFORMANCE REPORT
OCTOBER 5, 2016
Agenda

• Submitting Reports
• Final Performance Report
• No Cost Extensions
• Closeouts
• Next Steps
Submitting Final Reports

NPD 2012

No Cost Extension
Request 30 days before
April 30, 2017

Final Report
Due 90 days after the end
of the project

Final Report
Due 90 Days after
April 30, 2017

Close Out
## Timeline

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Performance Period</th>
<th>Budget Period</th>
<th>Report Due</th>
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Final Performance Report

Final Performance Report (FPR) is comprehensive and should contain the following information covering the last 60 months.

a. Reporting on program performance measures.

b. Reporting on GPRA measures data.

c. Reporting on all funds expended.

Submitting your report via G5, 90 days after the expiration or termination of grant support (EDGAR 80.41)
Writing the final report:

Format:
Use the 524B (report form) and ED524 (Budget form)

Resources:
- APRs and quarterly reports
- Original application
- Partner feedback (LEA/SCH)
- Program officer
2012 NPD GPRA Measures

• **Measure 1**: The percentage of pre-service program completers who are state and/or locally certified, licensed, or endorsed in LEP instruction.

• **Measure 2**: The percentage of pre-service program completers who are placed in instructional settings serving LEP students within 1 year of program completion.

• **Measure 3**: The percentage of pre-service program completers who are providing instructional services to LEP students 3 years after program completion.

• **Measure 4**: The percentage of paraprofessional program completers who meet state and/or local qualifications for paraprofessionals working with LEP students.

• **Measure 5**: The percentage of in-service teacher completers who complete state and/or local certification, licensure, or endorsement requirements in LEP instruction as a result of the program.

• **Measure 6**: The percentage of in-service teacher completers who are providing instructional services to LEP students.
QUESTIONS
ABOUT THE FINAL
PERFORMANCE REPORT?
NO COST TIME EXTENSIONS

Questions You May Be Asking

• What if our project needs more time?
• What is a No Cost Extension (NCE)?
NO-COST TIME EXTENSION

REQUIREMENTS FOR GRANTEES

To request a One-Time No-Cost Extension (NCE) please provide the following information to your Program Officer via email at least 30 days before your project closing date:

1. Project Director’s name and contact information (fax, e-mail, telephone)
2. Grant number and grantee name.
3. A list of all activities that were to be completed during the entire performance period as outlined in the initial project application.
4. Identify all activities that have been completed and the date on which they were completed. This can be annotated on the original list compiled for #3 above.
5. A new proposed project end date for the grant that reflects the additional time needed to complete approved activities. The extension should not exceed 12 months from the current end date.

6. A detailed project timeline that demonstrates how the grantee will complete the remaining activities by the new proposed project end date.

7. A budget indicating how much money has been spent to date and a detailed accounting of how much of the remaining funds will be spent on each of the activities that are to be completed under the NCE.
NO-COST TIME EXTENSION

OTHER REMINDERS

• No additional funds are available for the extended time of the award.
• The grantee will not have to submit a Final Performance Report (FPR) until the end of the new approved closing date.
QUESTIONS
ABOUT NO COST
TIME EXTENSIONS?
CLOSE OUTS

• Grantee receives a Pre-expiration Reminder Letter at least 60 days prior to the Performance end date.

• Grantee notified of closeout status immediately after the grant’s performance period has ended.
  - Liquidation, Suspension or Manual Closeout

• Final Performance Report Received

• Closed

A grant in the closed status indicates that the grant’s performance period has ended, all required reports have been submitted, and the remaining balance is zero.
FOLLOWING CLOSE OUT STATUS

• **Liquidation** - The liquidation status is the first closeout phase in G-5

• **Suspension** - The suspension status is the second closeout phase in G-5

• **Manual closeout** - Trigger for this process
  - occurs after six (6) month suspension status period
  - unexpended funds remain/required report was not received G-5 automatically moves the grant to a manual closeout status.

Closed
CONTACT
FOR GRANT CLOSE OUT

Patrice Swann 202-401 1463
Patrice.Swann@ed.gov
QUESTIONS ABOUT CLOSED OUT GRANTS?
NEXT STEPS

OELA Program Officer (PO) will be contacting you to conduct a review of your quarterly report data.

REMINDERS:
✓ When writing to you PO always include your PR Award#.
✓ Please call the G5 helpline if you have any issues with G5. G5 Help Desk Hours:
  – 8:00 AM-6:00 PM ET, Monday-Friday, except holidays
  – https://www.g5.gov or 1 (888) 336-8930 or email: edcaps.user@ed.gov
Feedback and Discussion
THANK YOU