





#### 2017 Project Directors Meeting

In Pursuit of Higher Education for All



#### 2013 NAM GRANTEES:

## AN OVERVIEW OF DISCRETIONARY GRANT RECIPIENTS' CLOSEOUT RESPONSIBILITIES

November 9, 2017

#### **AGENDA**

- Background Information
- Basic Concepts in Grants Management
  - Information Included in My Grant Award Notification (GAN)
  - Grantee Responsibilities and Accountability
  - 2013 GPRA Performance Measures
  - ED's Monitoring of the Grant Recipient
  - Communication with ED
- Grant Closeout
  - Closeout
  - No-Cost Extensions
  - Final Performance Report
  - Timeline
- Record Keeping and Tools/Resources







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### **Background Information**







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#### **Background Information**

**Purpose**: To award grants to eligible entities to develop and enhance capacity to provide effective instruction and support to Native American students, including Native Hawaiian and Native American Pacific Islander, who are identified as English learners (ELs).

**Goal:** To support the teaching, learning, and studying of Native American languages while also increasing the English language proficiency of students served to meet challenging State academic content and achievement standards.

**Defining** *Native American Language*: The historical, traditional languages spoken by Native Americans, consistent with section 103 of the Native American Languages Act (25 U.S.C. 2902).

**Types of Projects**: Teacher training, curriculum development, and evaluation and assessment to support the core program of student instruction and parent-community participation. Student instruction may comprise preschool, elementary, secondary, and postsecondary levels or combinations of these levels.







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# Basic Concepts in Grants Management









## US Department of Education Washington, D.C. 20202

#### **GRANT AWARD NOTIFICATION**

1	RECIPIENT NAME		2 AWARD INFORMATION
	Fairbanks Native Associatio	n	PR/AWARD NUMBER T365C160001
	605 Hughes Avenue		ACTION NUMBER 1
	Suite 100		ACTION TYPE New
	Fairbanks, AK 99701 - 7539	)	AWARD TYPE Discretionary
3	PROJECT STAFF		4 PROJECT TITLE
	RECIPIENT PROJECT DIF	RECTOR	84.365C
	Melissa Charlie	(907) 452-1648	The Fairbanks Native Association Head Start Koyukon
	mcharlie(a fairbanksnati	ve.org	Athabascan Language Program will train four teachers to
1	<b>EDUCATION PROGRAM</b>	CONTACT	increase English and Native language proficiency of up to 20
	Fengju Zhang	(202) 401-1472	Native English Learners per yr.
	FENGJU.ZHANG(a ED	<u>,GOV</u>	
	EDUCATION PAYMENT	HOTLINE	
	G5 PAYEE	888-336-8930	
	HELPDESK		
	edcaps.user/a ed.gov		
5	KEY PERSONNEL		
	NAME	TITLE	LEVEL OF EFFORT
- 1	Melissa Charlie	Project Director	100 %

6	AWARD PERIODS		
	BUDGE	T PERIOD 08/01/2016 - 07/3	1/2017
	PERFORMANC	E PERIOD 08/01/2016 - 07/3	1/2021
	FUTURE BUDGET PERIC	DDS	
	BUDGET PERIOD	DATE	AMOUNT
	2	08/01/2017 - 07/31/20	\$331,033.00
	3	08/01/2018 - 07/31/20	\$321,240.00
	4	08/01/2019 - 07/31/20	\$324,106.00
	5	08/01/2020 - 07/31/20	\$326,367.00
7	AUTHORIZED FUNDING		28,100.00
			28,100.00
	PERF		28,100.00
8	ADMINISTRATIVE INFO	RMATION	
	DUNS/SSN	095715736	
	REGULATIONS	CFR PART Not Available	
		EDGAR AS APPLICABLE	
		2 CFR AS APPLICABLE	
	ATTACHMENTS	1,2,3,6,8,9,11,12,13,	14 E 3 E1 E2 E4 E5

9 LEGISLATIVE AND FISCAL DATA

AUTHORITY: PL NO CHILD LEFT BEHIND III ELEMENTARY AND SECONDARY

**EDUCATION ACT OF 1965** 

PROGRAM TITLE: ENGLISH LANGUAGE ACQUISITION, LANGUAGE ENCHANCEMENT,

AND ACADEMIC ACHIEVEMENT PROGRAM FOR LIMITED ENGLISH

PROFICIENT CHILDREN

CFDA/SUBPROGRAM NO: 84.365C

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
1300M	2016	2016	ET000000	В	S61	000	365	4101C	\$328,100.00

10 PR/AWARD NUMBER:

T365C160001

RECIPIENT NAME: Fairbanks Native Association

GRANTEE NAME: FAIRBANKS NATIVE ASSOCIATION

605 HUGHES AVE STE 100,

FAIRBANKS, AK 99701 - 7539

PROGRAM INDIRECT COST TYPE: Unrestricted

PROJECT INDIRECT COST RATE: 21.72%

TERMS AND CONDITIONS

(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:

1) THE RECIPIENT'S APPLICATION (BLOCK 2);

2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8: AND

3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE SECRETARY CONSIDERS, AMONG OTHER THINGS, CONTINUED FUNDING IF:

#### Grantee Responsibilities and Accountability

When undertaking a project funded by the Department, your major responsibilities are to:

- Perform the work described in the approved application (and any approved revisions to the application);
- Maintain strong internal controls to ensure your organization:
  - Exercises proper stewardship of federal funds, including cash management and documentation of expenditures;
  - Complies with all statutory and regulatory requirements, conditions of the grant award, and certifications;
  - Takes prompt action when non-compliance is noted, including audit findings; and
  - Safeguards protected personally identifiable information;







#### Grantee Responsibilities and Accountability

Additional responsibilities include grantees having to:

- Communicate regularly with the Department's program staff;
- Draw down funds only when needed to make payments for expenditures made under the grant for allowable activities;
- Perform a risk assessment and monitor any subgrants made with federal funds;
- Demonstrate measurable progress toward achieving project performance goals;
- Report all required information to the Department and/or OMB using OMB approved standard information collections; and
- Maintain records documenting activities and expenditures for at least three years (Grantmaking at ED, p.30)







#### **2013 GPRA Performance Measures**

- Measure 1: The percentage of English learners (ELs) served by the program who score proficient or above on, as applicable, valid and reliable State or local district reading assessments.
- Measure 2: The percentage of ELs served by the program who are making progress in learning English as measured by the State approved English language proficiency assessment.
- **Measure 3:** The percentage of ELs served by the program who are attaining proficiency in English as measured by the State approved English language proficiency assessment







#### **ED's Monitoring of the Grant Recipient**

#### Types of Monitoring

- Draw down of funds and expenditures
- Annual performance reports
- Interim and/or final reports, where applicable
- Onsite/Desk Reviews
- Review of audit findings/responses/closeouts
- Ensuring projects meet approved planned objectives







#### **Communication with ED**

- Always use your PR/Award number
- Always check your budget computations more than once
- Carefully read the attachments and enclosures that come with your GAN
- When in doubt, ask







#### **Grant Closeout**







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#### **Closeouts**

Each grantee is expected to complete all grant activities by the end of its grant period and return any remaining funds to the US Department of Treasury.

- Grantees will receive a pre-expiration letter 60 days prior to their performance end date.
- Grantees must submit a Final Performance Report no later than 90 days after June 30, 2018 (the performance end date).
- Funds may be liquidated up to 90 days after the end of the grant period.







#### Guidelines in 2CFR 200.308(d)

For those grantees who do not foresee completion of all activities within the established timeframe, OELA will accept no-cost extension (NCE) requests on a rolling basis.

- A one-time no-cost extension is a request to extend the closing date of a project in order to allow additional time for completion of previously approved grant activities.
- Extensions should reflect the amount of time needed to complete approved activities and should not exceed 12 months.
- This one-time extension may <u>not</u> be used merely for the purpose of using unobligated balances.







#### Requirements for Grantees

To request a One-Time No-Cost Extension (NCE) please provide the following information to your Program Officer via email between March 12 – May 16, 2018:

- A detailed list of all activities that were to be completed during the entire performance period as outlined in the initial project application, with a narrative as justification.
- 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.







#### Requirements for Grantees

- A detailed project timeline that demonstrates how the grantee will complete the remaining activities by the new proposed project end date.
- 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 no cost extension.
- An assurance that the proposed activities during the extension period will be completed.

Please note: OELA will host a webinar prior to the no-cost extension submission period and send out a suggested template for use.







#### Other reminders

- No additional funds are available for the extended time of the award.
- Grantees under a NCE will not have to submit a Final Report until 90 days after the end of the new approved closing date.







#### **Sample Template**

Office of English Language Acquisition: Request for a No Cost Extension

All requests should be submitted no later than May 16, 2018

PR Award#		No Cost Extension End Date//				
ovide justification for your	request below. Please include the re	asons why you were unable to completed on time.	complete activities and how	you will ensure that they a		
ease include a timeline for	completion of all project activities, in	ncluding those under contract	with other entities as describ	ed in the project applicat		
Activity	Original Planned Date of	Anticipated New Date of	Parties Responsible	Cost of Activity		
	Completion	Completion (not to exceed 1 year)				







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Office of English Language Acquisition: Request for a No Cost Extension

#### **Sample Template**

All requests should be submitted no later than May16, 2018

#### **No Cost Extension Project Budget Template**

	Funds Approved for 17-18	Funds Expended to Date	Funds Obligated to the End of the Fiscal Year	Anticipated Funds for NCE	Adjusted Budget Including Carryover
Personnel					
Fringe Benefits					
Supplies					
Contractual					
Other					
Training Stipends					
Indirect Costs					
TOTALS					







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# Final Performance Report and Timeline



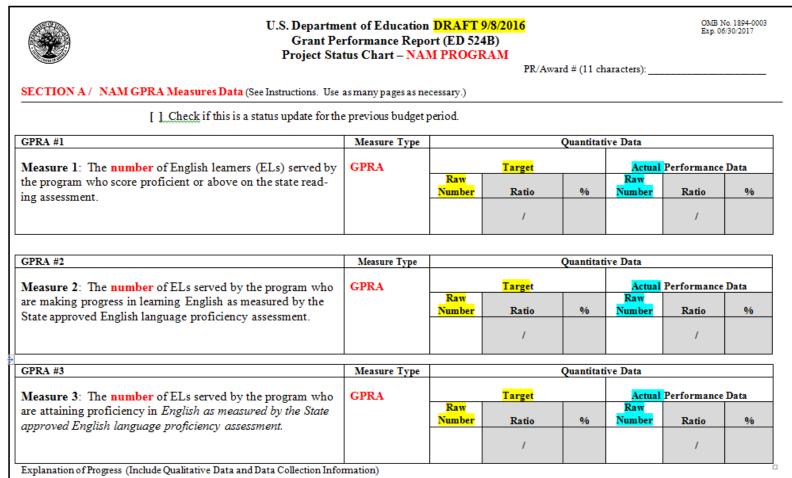




#### **Final Annual Performance Report**

ED's Monitoring of the Grant Recipient: *ED524B* 

#### Sample Template









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#### **Timeline: 2013 NAM Cohort**

Closeout	<ul> <li>For those grantees that will be able to complete ALL goals and objectives by June 30, 2018, your file will go into closeout.</li> <li>Grantees will receive pre-expiration letters 60 days prior to the performance period end date</li> </ul>
No-Cost Extension (NCE)	<ul> <li>Submission Period: March 12 - May 16, 2018</li> <li>Due Date to receive no-cost extensions May 16, 2018</li> <li>The No-Cost Extension period may not exceed 12 months</li> <li>Grants under no-cost extensions will be transferred to the new Program Officer by May 30, 2018</li> </ul>
Final Performance Report	<ul> <li>For grantees not under a NCE, the Final APR reporting period is from Aug. 1, 2017 to June 30, 2018</li> <li>Grantees must submit a Final Performance Report no later than 90 days after September 30, the performance end date.</li> <li>Funds may be liquidated up to 90 days after the end of the grant period.</li> <li>Grantees have until September 30, 2018 to submit the final report.</li> <li>Grantees under a NCE will not be required to submit a NCE until 90 days after the end of their NCE period.</li> </ul>

# Record Keeping Tools/Resources







#### **Record Keeping**

- Keep records regarding the use of grant funds, compliance with program requirements, and the data used to demonstrate the project's effectiveness in meeting the project objectives.
- Keep your copy of the approved application.
- Keep financial records showing the amounts and sources of all funds spent on the grant, including any cost sharing or matching funds that were required or volunteered as part of the approved project. These records must also document how all federal and matching funds were used.
- Keep records that document other types of information you provided the Department in your annual or final reports, such as records of program participants and the source data used to report on performance measures.
- Maintain inventory records, if you purchase equipment with grant funds, until you dispose of the equipment or transfer it to another federal project for use.
- Keep copies of all correspondence with the Department regarding the project.







#### Tools/Resources

- ED's Handbook for the Discretionary Grant Process: <a href="https://www2.ed.gov/policy/gen/leg/foia/foia-hb-01.pdf">https://www2.ed.gov/policy/gen/leg/foia/foia-hb-01.pdf</a>
- Grantmaking at ED: Answers to Your Questions About the Discretionary Grants Process: <a href="https://www2.ed.gov/fund/grant/about/grantmaking/grantmaking.pdf">https://www2.ed.gov/fund/grant/about/grantmaking/grantmaking.pdf</a>
- Education Department General Administrative Regulations (EDGAR): <a href="http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html">http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html</a>
- Uniform Guidance (2 CFR Part 200): The Uniform Guidance Technical Assistance site for Grantees <a href="http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html">http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html</a>
- G5 Help Desk: 1-866-697-2696. Grantees can also send questions and concerns via Email to: <a href="mailto:edcaps.user@ed.gov./">edcaps.user@ed.gov./</a>
- ED's Online Grant Training: <a href="https://www2.ed.gov/fund/grant/about/training-management.html">https://www2.ed.gov/fund/grant/about/training-management.html</a>







#### **For More Information**

Fengju Zhang

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Email: fengju.zhang@ed.gov

T365C130001	Kashunamuit School District
T365C130002	Winnebago Tribe of Nebraska
	Missouri River Educational
T365C130005	Cooperative (MREC)
T365C130008	Arlee Joint Elementary
T365C130009	Arlee Joint High School
	Lac Courte Oreilles Band of Lake
T365C130013	Superior Chippewa

Celeste McLaughlin

Phone: 202-453-6054

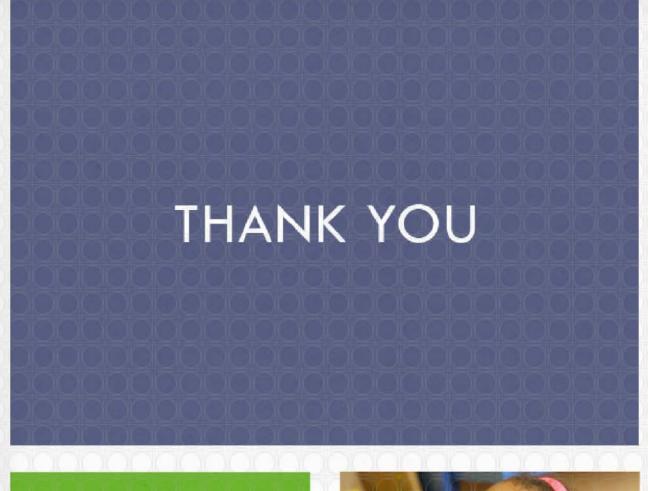
Email: celeste.mclaughlin@ed.gov

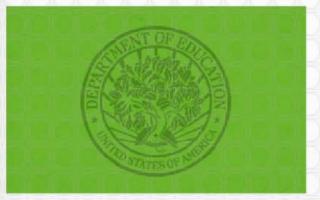
T365C130015	Yukon-Koyukuk School District
	Confederated Tribes and Bands
T365C130018	of the Yakima Nation
	Painted Desert Demonstration
T365C130022	Project
T365C130023	Stilwell Public Schools
T365C130024	Tenkiller Elementary School
T365C130025	Chief Leschi Schools















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