AGENDA

I. Background Information
II. Basic Concepts in Grants Management
   - Information Included in My Grant Award Notification (GAN)
   - Grantee Responsibilities and Accountability
   - 2016 GPRA Measures
   - Performance Measures and Outcomes
   - Communication with ED
III. ED’s Monitoring of the Grant Recipient: Types of Monitoring, EDS24B, and Timeline
IV. Record Keeping
V. Tools/Resources
VI. Demo: Knowledge Management System (KMS)

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

Grant Award Notification

1. Recipient Name
Faribault-Native Association
609 Bridge Avenue
Suite 100
Faribault, MN 55021-5739

2. Award Information
Prepared by:
NMRC
Action Number: 10W/001
Fiscal Year: 2010

3. Project Staff
Recipient Project Director
Melina Charest
mcharest@faribault-native.org
Dedicated phone: (507) 432-1148

4. Project Title
The Faribault-Native Association Fund Grant Support
American Indian Language Program will equip Tomahawk to
increase proficiency in Native language skills of up to 70
Native English Learners per year.

5. Key Personnel
NAME: Melina Charest
TITLE: Project Director
LEVEL OF EFFORT: 100%

6. Award Periods
BEGIN DATE: 09/01/2010
PERIOD END DATE: 07/31/2011

Future Budget Periods

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<th>DATE</th>
<th>AMOUNT</th>
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7. Authorized Funding
This Action: $331,000
Budget Period: $331,000
PERFORMANCE PERIOD: $331,000

8. Administrative Information

DUNS: 007557516

CERCLA, RQD, NAP, SFRC, HDL, MIP, RMA, MIA, MMR, BRD

REGULATIONS:
1) CFAR AS APPLICABLE
2) CFR AS APPLICABLE

ATTACHMENTS:
1, 2, 3, 4, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20

9. Legislative and Fiscal Data

Program Title: English Language Acquisition, Language Immersion Academic Programs, and Academic Improvement Programs for Limited English Proficient Children

CFDA Reference Number: 84.307H
Federal Award: $331,000
Fiscal Year: 2010

10. Terms and Conditions

(1) The following items are incorporated into this agreement:
   1) The recipient’s application, as directed by the office of the Secretary of Education.
   2) The recipient’s compliance with the regulations of the Department of Education.
   3) The recipient’s compliance with the requirements of the law.
   4) The recipient’s compliance with the terms and conditions of the grant.

This award is made only to the extent provided in appropriations. In accordance with 14
CFR 200.13, the recipient is required to make financial assistance available to recipients.

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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 (cont’d)

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)

2016 GPRA Performance Measures

- Measure 1: English learners (ELs) served by the program who score proficient or above on the state reading assessment.
- Measure 2: ELs making progress in learning English as measured by the State approved English language proficiency assessment.
- Measure 3: ELs served by the program who are attaining proficiency in English as measured by the State approved English language proficiency assessment.
- Measure 4: Students enrolled in Native language instruction programs.
- Measure 5: Students making progress in learning a Native language.
- Measure 6: Students attaining proficiency in Native language.
- Measure 7: Preschool children (3-4 yrs.) enrolled in the program.
- Measure 8: Preschool children (3-4 yrs.) screened for developmental or cognitive delays.
- Measure 9: Coordination contacts between elementary schools and early learning programs.
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

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

ED’s Monitoring of the Grant Recipient: ED524B
• 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.

ED’s Monitoring of Grant Recipient: Timeline

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<th>Update 1 due</th>
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<th>Update 3 due</th>
<th>3 APR due</th>
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Activities planned & completed

Budget & spending

Personnel change

Grant activity change

Executive summary

Include Y3 budget (adjusted)

QTPA data

Project Specific data

Record Keeping

Quarterly Monitoring Table
Tools/Resources

- G5 Help Desk: 1-866-697-2696. Grantees can also send questions and concerns via Email to: edcaps.user@ed.gov.
- ED’s Online Grant Training: https://www2.ed.gov/fund/grant/about/training-management.html

Questions?

Demo: Knowledge Management System (KMS)
Fengju Zhang
Phone: 202-401-1472
Email: fengju.zhang@ed.gov