OELA 2017 Project Directors Meeting
In Pursuit of Higher Education for All

An Overview of Discretionary Grant Recipients'
Responsibilities for Grant Administration
2016 NAM Cohort

November 9, 2017

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, ED524B, and Timeline

IV. Record Keeping

VI. Tools/Resources

VII. Demo: *Knowledge Management System* (KMS)

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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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US Department of Education
Washington, D.C. 20202

T365C160001

GRANT AWARD NOTIFICATION

1 RECIPIENT NAME

Fairbanks Native Association
605 Hughes Avenue
Suite 100
Fairbanks, AK 99701 - 7539

2 AWARD INFORMATION

PR/AWARD NUMBER   T365C160001
ACTION NUMBER   1
ACTION TYPE   New
AWARD TYPE   Discretionary

3 PROJECT STAFF

RECIPIENT PROJECT DIRECTOR
Melissa Charlie   (907) 452-1648
mcharlie@fairbanksnative.org
EDUCATION PROGRAM CONTACT
Fengju Zhang   (202) 401-1472
FENGJU.ZHANG@ED.GOV
EDUCATION PAYMENT HOTLINE
G5 PAYEE   888-336-8930
HELPDESK
edcaps.user@ed.gov

4 PROJECT TITLE

84.365C
The Fairbanks Native Association Head Start Koyukon
Athabascan Language Program will train four teachers to
increase English and Native language proficiency of up to 20
Native English Learners per yr.

5 KEY PERSONNEL

NAME	TITLE	LEVEL OF EFFORT
Melissa Charlie	Project Director	100 %

6 AWARD PERIODS

BUDGET PERIOD   08/01/2016 - 07/31/2017
PERFORMANCE PERIOD   08/01/2016 - 07/31/2021

FUTURE BUDGET PERIODS

BUDGET PERIOD	DATE	AMOUNT
2	08/01/2017 - 07/31/2018	$331,033.00
3	08/01/2018 - 07/31/2019	$321,240.00
4	08/01/2019 - 07/31/2020	$324,106.00
5	08/01/2020 - 07/31/2021	$326,367.00

7 AUTHORIZED FUNDING

THIS ACTION $328,100.00
BUDGET PERIOD $328,100.00
PERFORMANCE PERIOD $328,100.00

8 ADMINISTRATIVE INFORMATION

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	B		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 PART 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;

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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)

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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

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2016 GPRA Measures *(con't)*

| 2016 NAM GPRA MEASURES Please check the measures your project will address | | TARGET | | | | | |
---	BASELINE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL *
Measure 1: The number and percentage of English learners (ELs) served by the program who score proficient or above on the state reading assessment.							
Measure 2: The number and 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 number and percentage of ELs served by the program who are attaining proficiency in English as measured by the State approved English language proficiency assessment.							
Measure 4: The number and percentage of students served by a NAM grant who are enrolled in Native language instruction program.							
Measure 5: The number and percentage of students making progress in learning a Native language, as determined by each grantee, including through measures such as performance tasks, portfolios, and pre and post-tests.							
Measure 6: The number and percentage of students who are attaining proficiency in a Native language as determined by each grantee, including through measures such as performance tasks, portfolios, and pre- and post-tests.							
Measure 7: For programs that received competitive preference points, the number and percentage of preschool children ages three and four enrolled in the program.							
Measure 8: For programs that received competitive preference points, the number and percentage of preschool children ages three and four who are screened for developmental or cognitive delays.							
Measure 9 For programs that received competitive preference points, the number and percentage of coordination contacts with between elementary schools and early learning programs to improve coordination and transition of children from preschool to kindergarten.							

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YEAR 1 GPRA DATA

GRADE LEVEL of ELs served (Modify to fit your program)	Year 1 Number of ELs Served	READING PROFICIENCY ASSESSMENT GPRA # 1		ENGLISH PROFICIENCY ASSESSMENT GPRA #2-3			NATIVE LANGUAGE ASSESSMENT GPRA # 4-6					
		BASELINE 2016	YEAR 1 TARGET	BASELINE 2016	YEAR 1 TARGET Making Progress	YEAR 1 TARGET Proficient	Baseline 2016 enrolled	Year 1 TARGET Enrolled	Baseline 2016 Making Progress	Year 1 TARGET Making Progress	BASELINE 2016 Proficient	YEAR 1 TARGET Proficient
Preschool (3-4 year olds)												
Kindergarten												
1st– 2nd												
3rd – 8th												
9th - 12th												
YEAR 1 TOTAL												

NAM 2016 GRANTS PARTICIPANT & ASSESMENT INFORMATION

GRADE LEVEL (EL in Schools by Grade Level)	Number of ELs	READING ASSESSMENT Name:		ENGLISH PROFICIENCY ASSESSMENT Name:		NATIVE LANGUAGE ASSESSMENT Name:	
		TEST DATE	RESULT AVAILABLE	TEST DATE	RESULT AVAILABLE	TEST DATE	RESULT AVAILABLE
ELs served by grade level (Modify to fit your program)							
Preschool (3-4 year olds)							
Kindergarten							
1st–3rd Grades							
4th – 6th Grades							
7th 12th Grades							

Please provide most recent information you have for the three types of assessment identified above.

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Performance Measures and Outcomes

PROJECT SPECIFIC PERFORMANCE MEASURE OUTCOMES

| 2016 PROJECT SPECIFIC PERFORMANCE MEASURES Please check the measures your project will address | TARGET OUTCOMES Can be quantitative or qualitative | | | | | | |
---	BASELINE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL *
GOAL 1/Objective							
Performance Measure Outcome 1.1 :							
Performance Measure Outcome 1.2 :							
Performance Measure Outcome 1.3 :							
GOAL 2/ Objective							
Performance Measure Outcome 2.1 :							
Performance Measure Outcome 2.2 :							
Performance Measure Outcome 2.3 :							
GOAL 3/ Objective							
Performance Measure Outcome 3.1 :							
Performance Measure Outcome 3.2 :							
Performance Measure Outcome 3.3 :							
Add more space as needed							

*Total at the end of the 5-year project based on what is stated in the awarded proposal. (Please include reference page numbers)

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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

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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

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

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ED's Monitoring of Grant Recipient: *Timeline*

Update info	Update 1 due	Update 2 due	Update 3 due	Y2 APR due
	11/10-31/2017 (10/1-31/2018)	2/1-28/18	8/1-31/18	5/1-31/18
activities planned & completed	x	x	x	Executive summary
Budget & spending	x	x	x	Include Y3 budget (adjusted)
Personnel change	x	x	x	GPRA data
Grant activity change	x	x	x	Project Specific data

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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.

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Quarterly Monitoring Table

Project Award #		Project Director:			Fiscal Year:	
Budget Line Items	Amount Approved for FY 2015-16	1st Quarter July 1- Sep 30, 2015	2nd Quarter Oct 1- Dec 31, 2015	3rd Quarter Jan 1- Mar 31, 2015	4th Quarter Apr 1- Jun 30, 2015	Current Available Balance
Personnel	$0.00					$0.00
Fringe Benefits	$0.00					$0.00
Travel	$0.00					$0.00
Equipment	$0.00					$0.00
Supplies	$0.00					$0.00
Contractual	$0.00					$0.00
Construction	$0.00					$0.00
Other	$0.00					$0.00
Total Direct Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Indirect Costs	$0.00					$0.00
Training Stipends	$0.00					$0.00
Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

No input required for colored rows/columns. These will automatically be calculated. Construction is not an allowable cost under the NAM grant.

By Quarter	Quarterly Activities Planned:	Quarterly Activities Completed
1st Quarter July 1- Sep 30, 2015		
2nd Quarter Oct 1- Dec 31, 2015		
3rd Quarter Jan 1- Mar 31, 2015		
4th Quarter Apr 1- Jun 30, 2015		

Explanations: If spending did not concur with the planned activities.

THANK YOU

Questions?

U.S. DEPARTMENT OF EDUCATION

Demo: *Knowledge Management System* (KMS)

For More Information

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