



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

An Overview of Discretionary Grant Recipients' Responsibilities for Grant Administration

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### Mission

The U.S. Department of Education's Office of English Language Acquisition (OELA), provides national leadership to help ensure that English learners (ELs) and immigrant students attain English proficiency and achieve academic success. In addition to preserving heritage languages and cultures, OELA is committed to prompting opportunities for bi-literacy or multi-literacy skills for all students.




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### Agenda

- **Monitoring – Current and Future**
  - Knowledge Management System (KMS)
  - G5
  - Indirect Cost Rate Agreements
- **How to Interpret GPRA Measures**
  - Definitions
  - Calculations
- **Budget – Effective Fiscal Practices**




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## Monitoring: Two-fold

- The US Department of Education's Discretionary Handbook requires program offices to monitor grantees on regular intervals to ensure proper oversight and use of federal funds.
- OELA developed a two-fold monitoring system to meet its obligation with the Department and help grantees meet their desired objectives and goals.

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## Knowledge Management System

- **Purpose:** to function as a platform that captures grant activities through strategy, process, and measurement, serving as a valuable resource for both program officers and project directors.
- **Note:** the KMS will be the main channel of communication between Project Directors and Program Officers for monitoring submissions.
- Four main functions of KMS:
  - **Monitoring**
  - **Resources**
  - Discussion forums (forthcoming)
  - Technical Assistance requests (forthcoming)

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## KMS: Monitoring

- Project updates are scheduled for submission in the months of October, February, and August for each year of the grant.
- Data targets, budget information, and unique grant aspects will be documented in the KMS.
- Data will capture periodic activity throughout the year and replace the former quarterly reports.

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## KMS: Resources

- Webinars
  - Typically available 2-3 business days after webinar
  - Will be audio recorded, unless otherwise noted
- Grantee abstracts
  - To include 2016 and 2017 cohorts
- Research based for the grants awarded (cited)

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## G5 – Financial System

**Purpose:** The purpose of G5 is to provide on-line capabilities for grantees to request payments, obtain their most current payment information, access their GAN documents, request administrative changes to their grants, and file electronic reports.

- G5 is a financial subsystem that is part of ED's Education Department Central Automated Processing System (EDCAPS).
- It is also the system through which ED staff manage aspects of the pre-award, award, post-award, closeout and payments stages of the grants process.

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## G5 – APR Function

Annual Performance Report (APR)

- Reporting on program performance measures
- Will be completed by the Project Director
- Use valid and reliable data
- Report on GPRA indicators and on your unique project objectives
- Reporting on all funds expended and potential carryover of funds, if applicable

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## G5 – Fiscal Function

- Set up grant account for drawdowns
- View payment requests
- View available balances
- View and print activity reports
- View account balance reports
- 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](mailto:edcaps.user@ed.gov)

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## Questions?



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## Indirect Cost Rate Agreements

- NPD grants are considered training grants and are capped at an 8% ICR.
- Check to see if your project has a **current** indirect cost rate agreement.
- Check the expiration date of the indirect cost rate agreement.
- Document your ICR status in the KMS.
- Please be sure to apply for an indirect cost rate if there is no indirect cost rate agreement in place:  
<https://www2.ed.gov/about/offices/list/ocfo/fipao/abouticg.html>

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## Questions?



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## Government Performance Results Act

- Measure 1:** The number **and** percentage of program participants who complete the pre-service program. **Completion is defined by the applicant in the submitted application.**
- Measure 2:** The number **and** percentage of program participants who complete the in-service program. **Completion is defined by the applicant in the submitted application.**
- Measure 3:** The number **and** percentage of program completers, as defined by the applicant under measures 1 and 2, who are State certified, licensed, or endorsed in EL instruction.
- Measure 4:** The **percentage** of program completers who rate the program as effective in preparing them to serve EL students.
- Measure 5:** The **percentage** of school leaders, other educators, and employers of program completers who rated the program as **effective** in preparing their teachers, or other educators, to serve ELs or improve their abilities to serve ELs effectively.
- Measure 6:** For projects that received competitive preference points for **Competitive Priority 2**, the **percentage** of program completers who rated the program as effective, as defined by the grantees, in increasing their knowledge and skills related to parent, family, and community engagement.



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## GPRA Definitions

Per the Notice of Invitation to Apply (NIA) the Government Performance and Results Act (GPRA), measures require:

“Completion is defined by the applicant in the submitted application.”

Reference: Federal Register /Vol. 82, No. 33 /Tuesday, February 21, 2017 /Notices 11211



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## Questions?



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## Budget-KMS

Year 1, Update 1

Details can be placed here e.g. position, person, payment.

Explanation of cost	Allocated Amount	Adjusted Allocation (if any)	Total Adjusted Allocation	Update 1	Update 2	Update 3	Total for Year
Personnel	157496.00	0.00	157496.00	20371.00			20371.00
Fringe Benefits	47100.00	0.00	47100.00	10464.00			10464.00
Travel	15172.00	0.00	15172.00	3363.00			3363.00
Equipment	0.00	0.00	0.00	0.00			0.00
Supplies	7000.00	0.00	7000.00	1510.00			1510.00
Contractual	21000.00	0.00	21000.00	5250.00			5250.00
Other	0.00	0.00	0.00	0.00			0.00
Indirect Costs	11274.00	0.00	11274.00	4918.00			4918.00
Training Stipends	170616.00	0.00	170616.00	44814.00			44814.00



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## Line Items Information in KMS

1. Personnel-titles, duties, level of effort, salaries, why, how
2. Fringe Benefits-percentages, rate and base for calculation
3. Travel-Details and correlation
4. Equipment-type, unit cost, justification
5. Supplies-itemized, categories, purpose, cost basis
6. Contractual-purpose, description of products/services, justification, costs per contractor, time
7. Construction-not allowable for this type of grant
8. Other-identify by category, cost by item, cost estimates, purpose, correlation
9. Total Direct Costs-total amount for performance year line items 1-8
10. Indirect Costs-indirect cost rate
11. Training Stipends
12. Total Costs



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## Grants Management Tips

- Internal Controls
- Financial Management
- Monitoring and Reporting
- Communication

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## Questions?



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## Timelines: Key Dates

- Project Update 1: October 16 – November 17, 2018
- Project Update 2: February 1 – 28, 2018
- APR / G5 Webinar: March 2018 [mid March]
- Annual Performance Report: May 31, 2018
- Project Update 3: August 1 – 31, 2018

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