

Title III National Professional Development (NPD)
Program
Grantee Performance Reporting
Questions and Answers

March 11, 2014

Prepared for:
Office of English Language Acquisition, U.S. Department of Education

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Program Studies Service, U.S. Department of Education

Types of Reports

- Annual Performance Report (APR)
 - Contains target *GPRA* performance data specific to each budget period
 - Due each Spring
- Complete Data Report (CDR)
 - Contains actual *GPRA* performance data specific to each budget period
 - Due each Fall after each performance period
- Final Performance Report (FPR)
 - Contains actual *GPRA* performance data for the final budget period
 - Due within 90 days after the end of the project period (including any period of no-cost extension)

Annual Performance Report (APR)

- **Report Sections**

- Cover Sheet and Executive Summary
- Information on Project Goals and Objectives (Section B)
- Budget Information (Section C)
- Additional Information (Section D)
- *GPRA* Target Table
 - Grantees report target performance data
 - Targets should reflect what was approved in the grant application or what was approved in writing subsequent to the application.

Grantee Reporting for *GPR*A Measures

- Grantees do not report on *GPR*A measures directly.
- Grantees report number of participants served and the status of these participants for applicable *GPR*A measures.
- Grantees provide data within three types of performance reports above.

NPD *G*PRA Measures

Objective: To improve the quality of teachers of LEP students.

- **Measure 1.1:** The percentage of pre-service program completers who are state and/or locally certified, licensed, or endorsed in LEP instruction.
- **Measure 1.2:** The percentage of pre-service program completers who are placed in instructional settings serving LEP students within 1 year of program completion.
- **Measure 1.3:** The percentage of pre-service program completers who are providing instructional services to LEP students 3 years after program completion.

NPD *GPRA* Measures (continued)

- **Measure 1.4:** The percentage of paraprofessional program completers who meet state and/or local qualifications for paraprofessionals working with LEP students.
- **Measure 1.5:** 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 1.6:** The percentage of in-service teacher completers who are providing instructional services to LEP students.

Reporting Periods for the Annual Performance Report

- Pre-filled
 - FY2011 grantees
 - 09/01/2013 to 04/30/2014
 - FY2012 grantees
 - 05/01/2013 to 03/01/14

Title III NPD Grantee Budget and Reporting Dates

Grantee	Budget Period	APR Reporting Period	APR Report Due	CDR Reporting Period	CDR Report Due
FY2011	Sept 1, 2013 to Aug 31, 2014	Sept 1, 2013 to Apr 30, 2014	May 30, 2014	Sept 1, 2013 to Aug 31, 2014	Oct 31, 2014
FY2012	May 1, 2013 to Apr 30, 2014	May 1, 2013 to Mar 1, 2014	Apr 1, 2014	May 1, 2013 to Apr 30, 2014	Oct 31, 2014

Section B-Project Goals and Objectives

The screenshot shows a web browser window with the URL https://www.dataqual.us/OELA_Pages/Report.aspx?q=measure. The page title is "Title III National Professional Development Program Grantee Performance Report". The left sidebar contains a navigation menu with sections: "Cover Sheet" (General Information, Reporting Period Information, Budget Expenditures, Indirect Cost Information, Human Subjects), "Executive Summary (Suggested Template)" (Key Project Goals and Objectives, Summary of Progress, Measure Outcomes), "Section B. NPD Project Goals and Objectives" (Project Objectives), "Section C" (See Budget Expenditures), and "Section D. Additional Information" (Additional Information, GPRA Targets, GPRA Targets and Actuals, GPRA Target Error Messages Report). The main content area is titled "Project Objectives" and includes a "Project Objectives Instructions" link, a "Save this entry" button, and a "Finished editing this page?" message with "Continue" and "Reset" buttons. A red circle highlights the text "Add a new project objective" in the main content area. The top right of the page shows "FAQ | User: u999999 | Logout" and "Annual Performance - Y2". The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the time "10:44 AM" and date "2/28/2014".

Section B-Project Goals and Objectives

Performance Measure

Annual Performance - Y2

[Performance Measures Instructions](#)

Project objective: To increase the capacity of teachers.

Add a new performance measure

Sort #: 1

Measure: The number of highly qualified teachers.

Raw Number: 25

Ratio:

Percentage:

Explanation of Progress:

We propose to recruit 25 teachers and deliver high quality instruction in STEM subjects.

[Save this entry](#)

[Back to project objectives page](#)

Finished editing this page?

[Continue](#) [Reset](#)

Cover Sheet

- General Information
- Reporting Period Information
- Budget Expenditures (Includes Section C)
- Indirect Cost Information
- Human Subjects

Executive Summary (Suggested Template)

- Key Project Goals and Objectives
- Summary of Progress
- Measure Outcomes

Section B. NPD Project Goals and Objectives

- Project Objectives

Section C

(See Budget Expenditures)

Section D. Additional Information

- Additional Information (See instructions)
- GPRA Targets
- GPRA Targets and Actuals
- GPRA Target Error Messages Report
- Certification and Submission
- View Full Report (html)
- View Full Report (pdf)
- Project History

FAQ | User: u999999 | Logout

10:58 AM 2/28/2014

Section B-Project Goals and Objectives (continued)

The screenshot displays the 'Grantee Performance Report' web application. The browser address bar shows the URL: https://www.dataqual.us/OELA_Pages/report.aspx?q=performance&GoalId=5bb3f34c-d0e7-4985-874e-667d11dbad1. The page title is 'Performance Measure'. In the top right corner, there are links for 'FAQ', 'User: u999999', and 'Logout'. The main content area is titled 'Performance Measure' and includes a link for 'Performance Measures Instructions'. Below this, the text 'Project objective: To increase the capacity of teachers.' is displayed. A red circle highlights a button labeled 'Add a new performance measure'. The table below contains one row with the following data:

Sort #	Performance Measure	Quantitative Data - Target			Add / Delete Row
		Raw Number	Ratio	%	
1	The number of highly qualified teachers.	25			Delete

Below the table, there is an 'Explanation of Progress:' section with a text area containing: 'We propose to recruit 25 teachers and deliver high quality instruction in STEM subjects.' At the bottom of the page, there are buttons for 'Save performance measures', 'Back to project objectives page', 'Finished editing this page?', 'Continue', and 'Reset'. The Windows taskbar at the bottom shows the time as 11:00 AM on 2/28/2014.

Section B-Project Goals and Objective (continued)

https://www.dataqual.us/OELA_Pages/report.aspx?q=performance&GoalId=5bb3f34c-d0e7-4985-874e-667d11dbad1 Performance Measure

 Title III National Professional Development Program Grantee Performance Report

FAQ | User: u999999 | Logout

Annual Performance - Y2

Performance Measure

[Performance Measures Instructions](#)

Project objective: To increase the capacity of teachers.

[Add a new performance measure](#)

Sort	Performance Measure	Quantitative Data - Target			Add / Delete Row
		Raw Number	Ratio	%	
1	The number of highly qualified teachers.	25			Delete
Explanation of Progress: We propose to recruit 25 teachers and deliver high quality instruction in STEM subjects.					
2	The percentage of in-service teachers who demonstrate expertise.		25/25		Delete
Explanation of Progress:					

[Save performance measures](#) [Back to project objectives page](#)

[Cover Sheet](#)
[General Information](#)
[Reporting Period Information](#)
[Budget Expenditures \(Includes Section C\)](#)
[Indirect Cost Information](#)
[Human Subjects](#)
Executive Summary (Suggested Template)
[Key Project Goals and Objectives](#)
[Summary of Progress](#)
[Measure Outcomes](#)
Section B. NPD Project Goals and Objectives
[Project Objectives](#)
Section C
 (See [Budget Expenditures](#))
Section D. Additional Information
[Additional Information \(See instructions\)](#)
[GPRA Targets](#)
[GPRA Targets and Actuals](#)
[GPRA Target Error Messages Report](#)

11:24 AM 2/28/2014

GPRR error messages report

The screenshot shows a web browser window displaying the 'Grantee Performance Report' page. The browser's address bar shows the URL: https://www.dataqual.us/OELA_Pages/Report.aspx?q=ginfo. The page title is 'Grantee Performance Report'. In the top right corner, there are links for 'FAQ', 'User: u999999', and 'Logout'. The main content area is titled 'General Information' and includes a sub-section for 'Annual Performance - Y2'. The page is divided into several sections: 'Project Information', 'Grantee', and 'Project Director'. Each section contains form fields for data entry. On the left side, there is a navigation menu with various links, including 'Cover Sheet', 'Executive Summary', and 'Section D. Additional Information'. The link 'GPRR Target Error Messages Report' is circled in red. The Windows taskbar at the bottom shows the system clock as 11:31 AM on 2/28/2014.

Grantee Performance Report

FAQ | User: u999999 | Logout

Annual Performance - Y2

General Information

[General Information Instructions](#)

Project Information

Project Number: T9999999999
NCES ID#: T365Z110003
Project Title: Test 9999

Grantee

Grantee Name: Grantee x
Street 1: 1234 Boulevard
Street 2:
City: Rockville
State: MD - MARYLAND
Zip: 20850

Project Director

Director Title: Dr.
Director First name: Grantee
Director Last name: X
Phone: 123 4567

Navigation Menu:

- Cover Sheet
 - General Information
 - Reporting Period Information
 - Budget Expenditures (Includes Section C)
 - Indirect Cost Information
 - Human Subjects
- Executive Summary (Suggested Template)
 - Key Project Goals and Objectives
 - Summary of Progress
 - Measure Outcomes
- Section B. NPD Project Goals and Objectives
 - Project Objectives
- Section C (See Budget Expenditures)
- Section D. Additional Information
 - Additional Information (See instructions)
 - GPRR Targets
 - GPRR Targets and Actuals
 - GPRR Target Error Messages Report**
 - Certification and Submission
 - View Full Report (html)

Performance Report Submission Information

- The Project Director signs the report confirming the accuracy of the report data and narrative.
- FY2012 grantees APRs are due on April 1, 2014
- FY2011 grantees APRs are due on May 30, 2014
- Contact your NPD program specialist to request an extension.

Website address and username email

Hello,

Here is the website address for the Title III NPD Grantee Performance Report.

<https://www.dataqual.us/oela-npd/>

Your username is: u888888

Your password will be sent under a separate email.

Thank you,

Karen

Password email

Hello,

Here is your password for the Title III NPD Grantee Performance Report.

Password: A12345&!

Thank you,

Karen

Username and Passwords

- One per grantee
 - Emails were sent to the grantee contact person.
- Unique (specific to each grantee)
- Case sensitive

Questions Regarding the Site

Please send questions regarding the site to:

DQI2NPD@westat.com