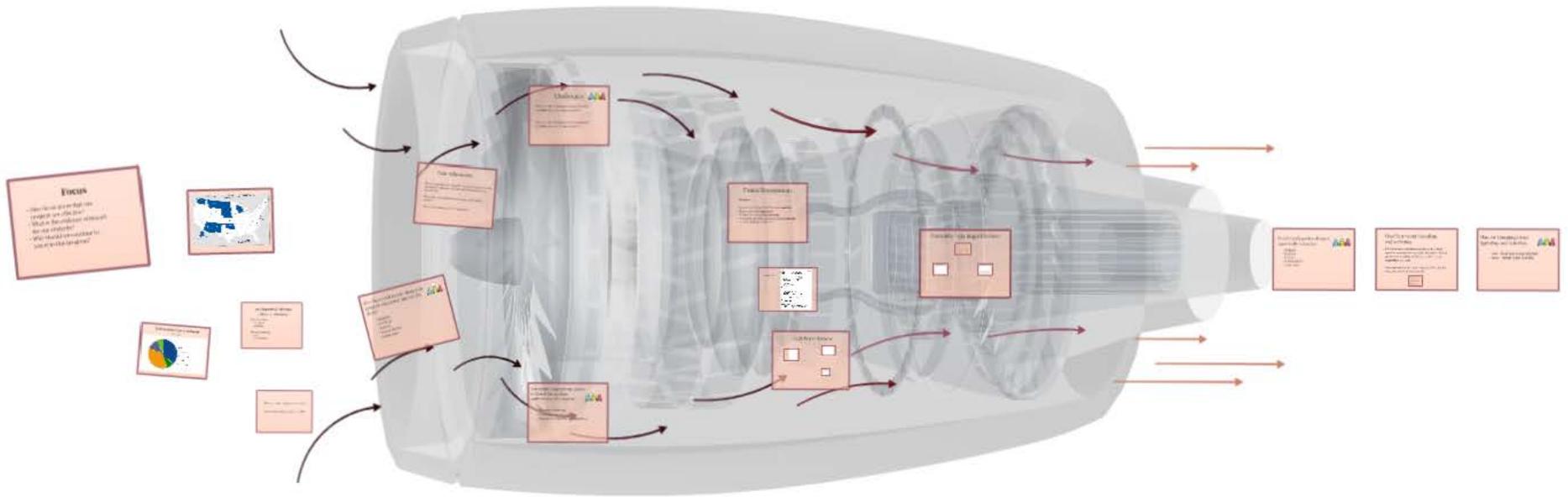


INPUT / OUTPUT

*Work Session:
Nuts & Bolts*





INPUT / OUTPUT

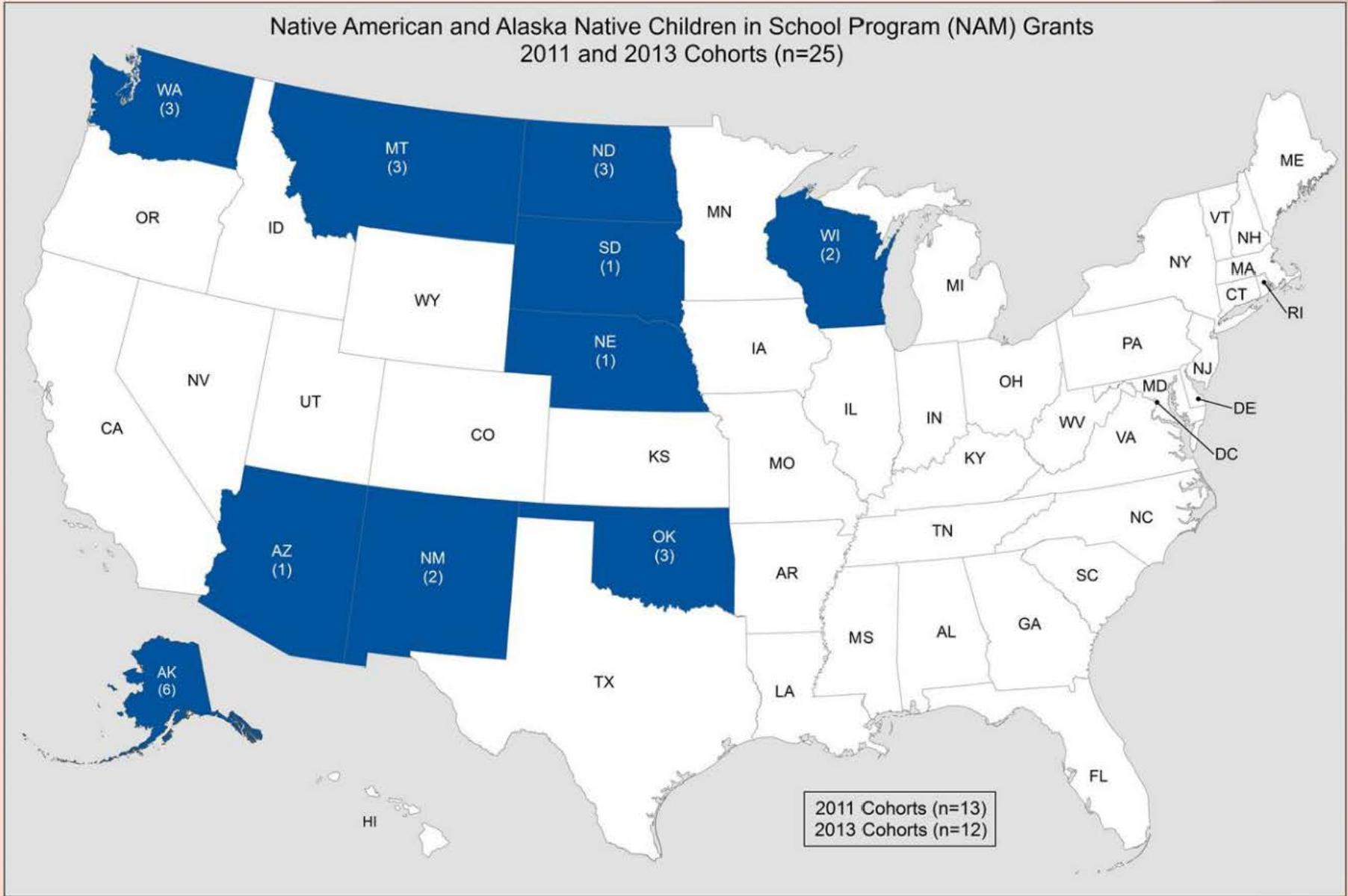
*Work Session:
Nuts & Bolts*



Focus

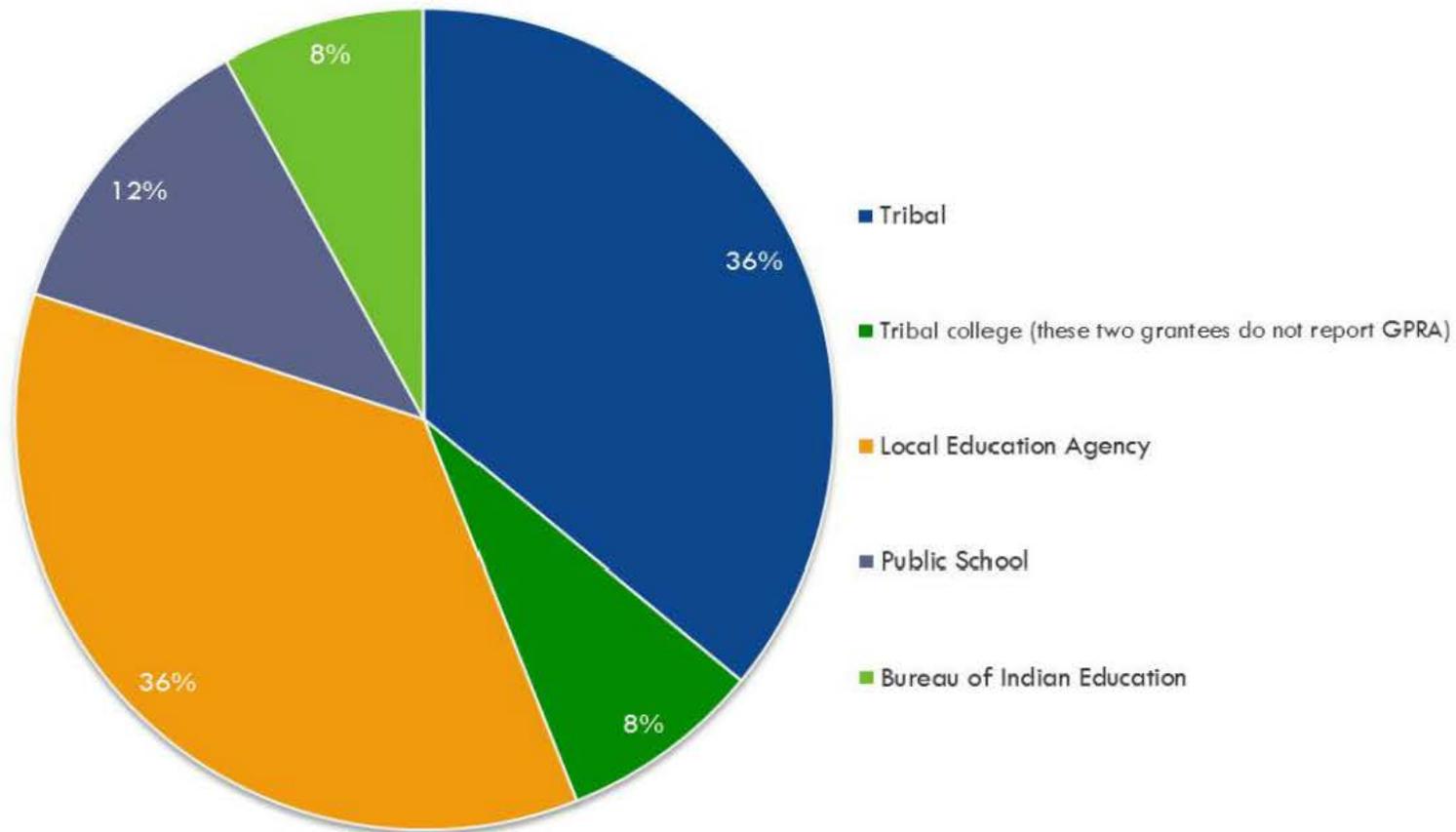
- How do we know that our projects are effective?
- What is the evidence of impact for our students?
- Why should we continue to invest in this program?

Native American and Alaska Native Children in School Program (NAM) Grants
2011 and 2013 Cohorts (n=25)



NAM Grantee Type or Authority

(*N*=25)



2015 Reporting Challenges

2 Cohorts - 25 NAM Grantees

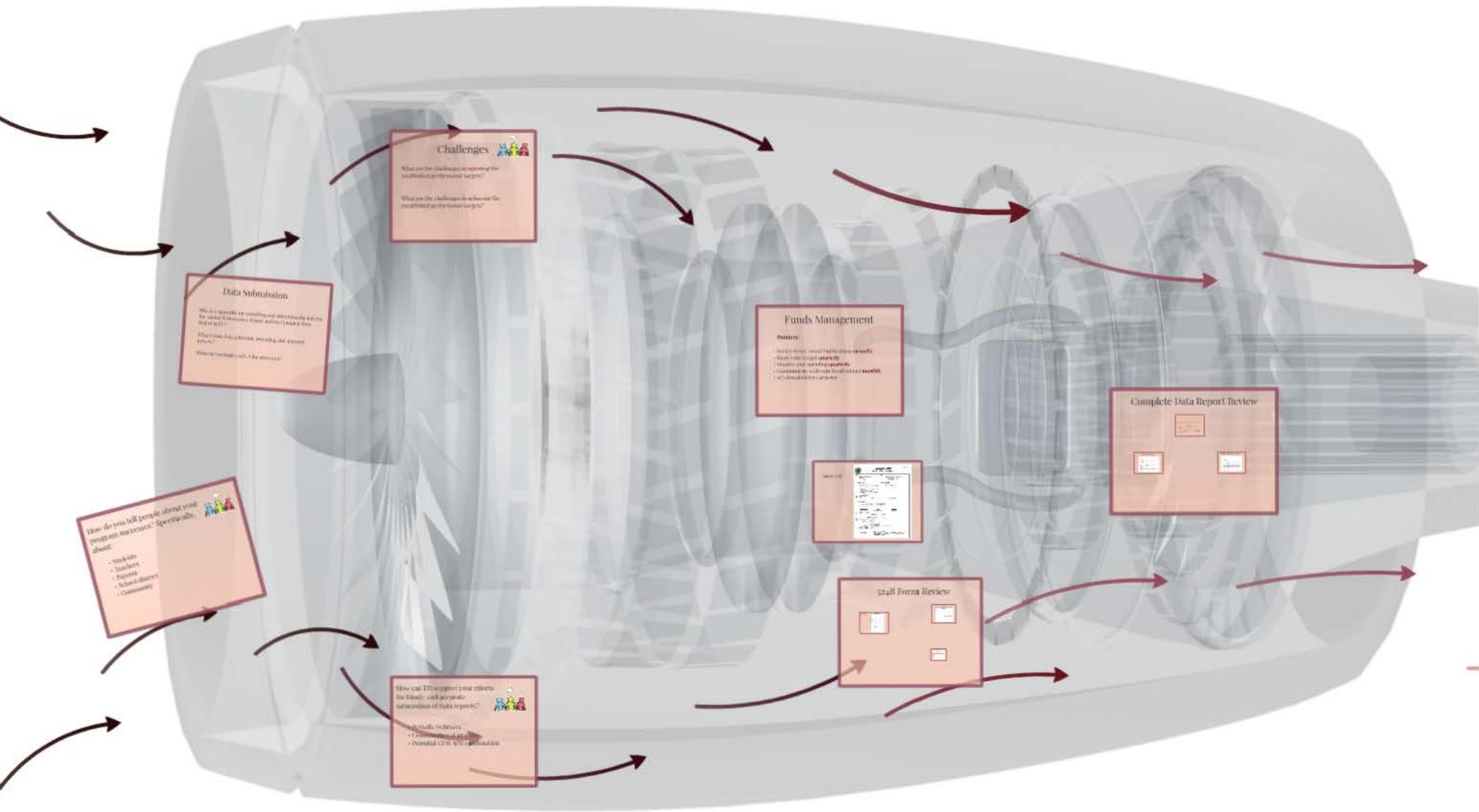
GPRM Measures

- incomplete
- calculation

APR 2015 Reporting

- 524B
- discrepancies

- What can we do to improve outcomes?
- What kind of support can we provide?



How do you tell people about your program successes? Specifically, about:



- Students
- Teachers
- Parents
- School/district
- Community

Data Submission

Who is responsible for compiling and submitting the data for the Annual Performance Report and the Complete Data Report to ED?

What is your data collection, reporting, and approval process?

When do you begin each of the processes?

Challenges



What are the challenges in *reporting* the established performance targets?

What are the challenges in *achieving* the established performance targets?

How can ED support your efforts for timely and accurate submission of data reports?



- Periodic webinars
- Communities of practice
- Potential CDR/APR combination

Funds Management

Pointers:

- Review Grant Award Notifications **annually**
- Know your budget **quarterly**
- Monitor your spending **quarterly**
- Communicate with your fiscal contact **monthly**
- 25% threshold for carryover

Sample GAN



**US Department of Education
Washington, D.C. 20202
GRANT AWARD NOTIFICATION**

T365C110017 - 14

1 RECIPIENT NAME North Slope Borough School District 829 Avvik St. PO Box 169 Barrow, AK 99723	2 AWARD INFORMATION PR/AWARD NUMBER T365C110017 - 14 ACTION NUMBER 6 ACTION TYPE Continuation AWARD TYPE Discretionary						
3 PROJECT STAFF RECIPIENT PROJECT DIRECTOR Brian Freeman (907) 852-9514 brian.freeman@ncbsd.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 Preparing Students for Success						
5 KEY PERSONNEL <table border="1"> <thead> <tr> <th><u>NAME</u></th> <th><u>TITLE</u></th> <th><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Caitlin Winebarger</td> <td>Project Director</td> <td>5 %</td> </tr> </tbody> </table>		<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Caitlin Winebarger	Project Director	5 %
<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>					
Caitlin Winebarger	Project Director	5 %					
6 AWARD PERIODS BUDGET PERIOD 07/02/2014 - 07/01/2015 PERFORMANCE PERIOD 07/01/2011 - 07/01/2016 FUTURE BUDGET PERIODS <table border="1"> <thead> <tr> <th><u>BUDGET PERIOD</u></th> <th><u>DATE</u></th> <th><u>AMOUNT</u></th> </tr> </thead> <tbody> <tr> <td>5</td> <td>07/02/2015 - 07/01/2016</td> <td>\$207,877.00</td> </tr> </tbody> </table>		<u>BUDGET PERIOD</u>	<u>DATE</u>	<u>AMOUNT</u>	5	07/02/2015 - 07/01/2016	\$207,877.00
<u>BUDGET PERIOD</u>	<u>DATE</u>	<u>AMOUNT</u>					
5	07/02/2015 - 07/01/2016	\$207,877.00					
7 AUTHORIZED FUNDING <table border="1"> <tbody> <tr> <td>THIS ACTION</td> <td>\$204,140.00</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$204,140.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$630,349.00</td> </tr> </tbody> </table>		THIS ACTION	\$204,140.00	BUDGET PERIOD	\$204,140.00	PERFORMANCE PERIOD	\$630,349.00
THIS ACTION	\$204,140.00						
BUDGET PERIOD	\$204,140.00						
PERFORMANCE PERIOD	\$630,349.00						
8 ADMINISTRATIVE INFORMATION DUNS/SSN 002381580 REGULATIONS CFR PART Not Available EDGAR AS APPLICABLE 2 CFR AS APPLICABLE ATTACHMENTS A , E1 , E2 , E4 , E5 , E6 , E7 , N , O , P , S , U , V , W							
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							

524B Form Review

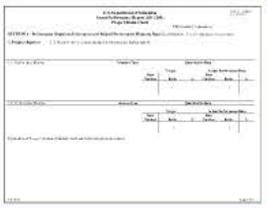
Cover Sheet



The cover sheet of the 524B form includes the following sections:

- Section 1: General Information**
 - Project Name
 - Project Number
 - Project Start Date
 - Project End Date
 - Project Manager
 - Project Sponsor
 - Project Status
- Section 2: Budget Information**
 - Budget Year
 - Budget Amount
 - Budget Type
 - Budget Category
- Section 3: Approval Information**
 - Prepared By
 - Reviewed By
 - Approved By
 - Approval Date
- Section 4: Additional Information**
 - Comments
 - Notes

Status Sheet



The status sheet of the 524B form includes the following sections:

- Section 1: Project Overview**
 - Project Name
 - Project Number
 - Project Start Date
 - Project End Date
- Section 2: Budget Status**

Category	Actual	Budget	Variance
Total			
- Section 3: Performance Metrics**

Metric	Target	Actual	Variance
Cost			
Quality			
Time			

Budget Template



The budget template of the 524B form includes the following sections:

- Section 1: Budget Overview**
 - Budget Year
 - Budget Amount
 - Budget Type
 - Budget Category
- Section 2: Budget Breakdown**

Category	Sub-Category	Amount
Total	Personnel	
	Travel	
	Materials	
	Other	

Cover Sheet



U.S. Department of Education
Grant Performance Report Cover Sheet (ED 524B)

OMB No. 1894-0003
 Exp. 06/30/2017

Check only one box per Program Office instructions.
 Annual Performance Report Final Performance Report

General Information

1. PR/Award #: _____
(Block 5 of the Grant Award Notification - 11 characters.)
2. Grantee NCES ID#: _____
(See instructions. Up to 12 characters.)
- 3 Project Title: _____
(Enter the same title as on the approved application.)
4. Grantee Name *(Block 1 of the Grant Award Notification):* _____
5. Grantee Address *(See instructions.)* _____
6. Project Director *(See instructions.)* Name: _____ Title: _____
 Ph #: () _____ - _____ Ext: () _____ Fax #: () _____ - _____
 Email Address: _____

Reporting Period Information *(See instructions.)*

7. Reporting Period: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)

Budget Expenditures *(To be completed by your Business Office. See instructions. Also see Section B.)*

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds <i>(Match/Cost Share)</i>
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period <i>(For Final Performance Reports only)</i>		

Indirect Cost Information *(To be completed by your Business Office. See instructions.)*

9. Indirect Costs
- a. Are you claiming indirect costs under this grant? Yes No
- b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government? Yes No
- c. If yes, provide the following information:
 Period Covered by the Indirect Cost Rate Agreement: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)
 Approving Federal agency: ED Other *(Please specify):* _____
 Type of Rate *(For Final Performance Reports Only):* Provisional Final Other *(Please specify):* _____
- d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
 Is included in your approved Indirect Cost Rate Agreement?
 Complies with 34 CFR 76.564(c)(2)?

Human Subjects (Annual Institutional Review Board (IRB) Certification) *(See instructions.)*

10. Is the annual certification of Institutional Review Board (IRB) approval attached? Yes No N/A

Performance Measures Status and Certification *(See instructions.)*

11. Performance Measures Status
- a. Are complete data on performance measures for the current budget period included in the Project Status Chart? Yes No
- b. If no, when will the data be available and submitted to the Department? ____/____/____ (mm/dd/yyyy)
12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

 Name of Authorized Representative: Title: _____

 Signature: Date: ____/____/____



Status Sheet



**U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart**

OMB No. 1894-0003
Exp. 06/30/2017

PR/Award # (11 characters): _____

SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)

1. Project Objective Check if this is a status update for the previous budget period.

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)



Budget Template

PROJECT BUDGET TEMPLATE

Project Award #: _____ Project Director: _____ Fiscal Year: 2015-16

Category	Funds Approved for 15-16	Funds Expended to date	Funds Obligated to the End of Fiscal Year	Anticipated Carryover	Original 2016-17 Budget	Adjusted 2016-17 Budget, including carryover
Personnel						
Fringe Benefits						
Supplies						
Contractual						
Other						
Training Stipends						
Indirect Costs						
Totals						

Instructions:

Complete Data Report Review

There is one GPRA performance objective for NAIM:

Encourage English language proficiency and academic achievement of English learners (EL) as served by the Native American and Alaska Native Children in School program.

- **Measure 1.1:** The percentage of English learners served by the Native American and Alaska Native Children in School program who score proficient or above on, as applicable, valid and reliable State and/or local district reading assessments.
- **Measure 1.3:** The percentage of English learners served by the Native American and Alaska Native Children in School program who are making progress or attained proficiency in English as measured by the State English language proficiency assessment.

GPRA Measure 1.1

Objective: 2014-2015
Year: 2014-2015

Legend:

Notes:

Assessment:

Year	Assessment	Number of English Learners	GPRA Reading Proficiency
2014			
2015			
2016			
2017			
2018			
2019			
2020			

GPRA Measures 1.2 & 1.3

Objective: 2014-2015
Year: 2014-2015

Legend:

Notes:

Year	GPRA Measure 1.2	GPRA Measure 1.3
2014		
2015		
2016		
2017		
2018		
2019		
2020		

There is one GPRA performance objective for NAM:

To improve English language proficiency and academic achievement of English learners (ELs) served by the Native American and Alaska Native Children in School program -

- Measure 1.1: The percentage of English learners served by the Native American and Alaska Native Children in School program who score proficient or above on, as applicable, valid and reliable **State and/or local district reading assessments.**
- Measure 1.2: The percentage of English learners served by the Native American and Alaska Native Children in School program who are making progress or attained proficiency in English as measured by the **State English language proficiency assessment.**

GPRA Measure 1.1

Grantee: _____ **PR Award #:** _____
Date: _____

General Instructions

Please complete the following GPRA Measure Tables and provide the explanation of progress.

Table 1: Measure 1.1

Provide actual performance data for the number of ELs served who scored proficient or above on, as applicable, valid and reliable State and/or local district reading assessments.

Grade	# of students served	# of EL students tested in State and/or local district reading assessment	# of EL students proficient or above
K		N/A-	
1			
2			
3			
4			
5			
6			
7			
8			
Total			

Explanation of Progress toward target:

GPRA Measures 1.2 & 1.3

PR Award #:

Table 2: Measure 1.2 & 1.3

Provide actual performance data for the number of ELs served and tested on the State ELP assessment during the reporting period, the number of students who made progress and the number of students who attained proficiency based on your State definition.

Grade	Target # of students to be served	# of students served	# of students who made progress	# of students who attained proficiency
K				
1				
2				
3				
4				
5				
6				
7				
8				
Total				

Explanation of Progress toward meeting targets:

Complete Data Report Review



Results and positive changes specifically related to:

- Students
- Teachers
- Parents
- School district
- Community



Final Year Grant Spending and Activities

- For programs completing 90 days, a final report is required 90 days after the end of the last performance ending on June 30, 2016, i.e., by September 30, 2016.
- You must submit the final report to OEA for the closure of your grant program.



Plan for Managing Grant Spending and Activities

- 2015 - Final Year Grant Activities
- 2016 - Annual Grant Activities



Final Year Grant Spending and Activities

- For programs completing in June 2016, a final report is required 90 days after the end of the last performance ending on June 30, 2016, i.e., on **September 30, 2016.**
- You must submit the final report to OELA for the closeout of your grant program:

Reporting on each of the 3 years

- If there was missing information in any of the previous years' APRCTORS, make sure to include the updates on the missing information.
- Sustainability of your project in final report.

Final financial report

- Make sure you follow the timelines of the drawdowns/reconciliation and the final report.

Submission

- Submit your final report as directed to the designated person in OELA, and respond to any request of additional information from the person responsible for the closeout.

Reporting on each of the 5 years

- If there was missing information in any of the previous years' APR/CDRs, make sure to include the updates on the missing information.
- Sustainability of your project in final report.

Final financial report

- Make sure you follow the timelines of the drawdowns/reconciliation and the final report.

Submission

- Submit your final report as directed to the designated person in OELA, and respond to any request of additional information from the person responsible for the closeout.

Plan for Managing Grant Spending and Activities



- *2011 - Final Year Grant Activities*
- *2013 - Annual Grant Activities*