



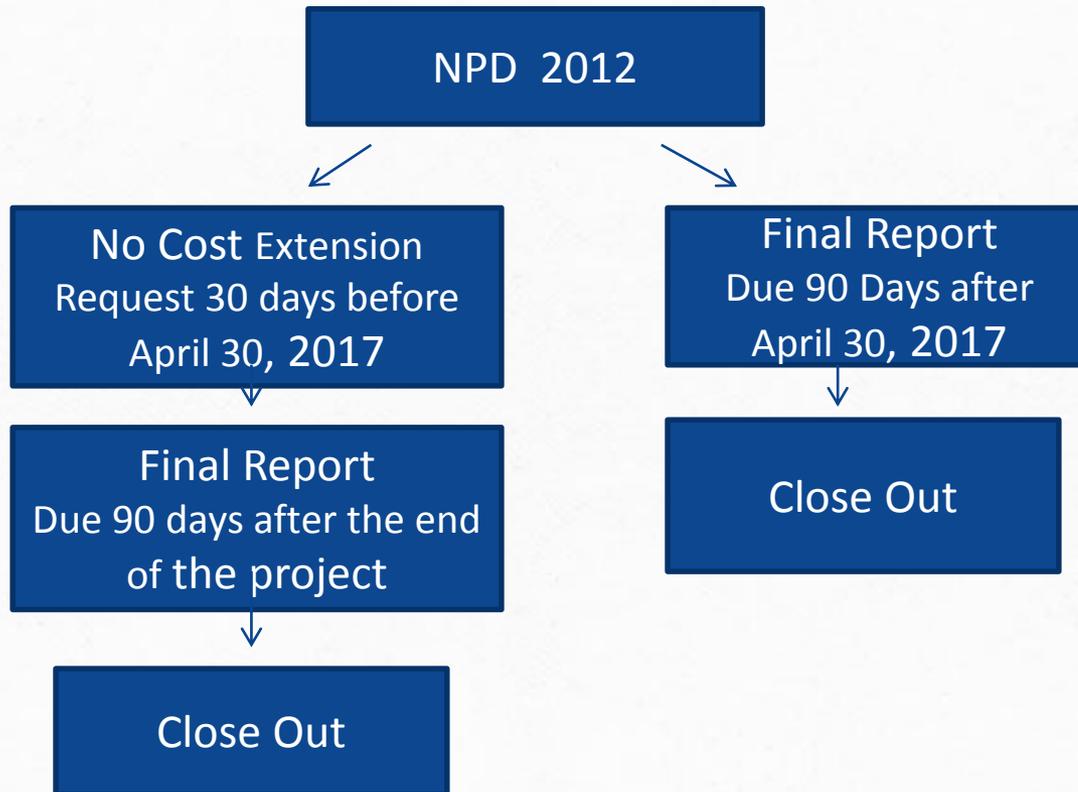
**NATIONAL PROFESSIONAL DEVELOPMENT  
PROGRAM  
2012 GRANTEE FINAL PERFORMANCE  
REPORT  
OCTOBER 5, 2016**

# Agenda

- Submitting Reports
- Final Performance Report
- No Cost Extensions
- Closeouts
- Next Steps



# Submitting Final Reports



# Timeline

Cohort	Performance Period	Budget Period	Report Due
FY2012	Sept 2016 – April 30, 2017	Sept 2016 – April 30, 2017	July 31, 2017



# Final Performance Report

Final Performance Report (FPR) is comprehensive and should contain the following information covering the last 60 months.

- a. Reporting on program performance measures.
- b. Reporting on GPRA measures data.
- c. Reporting on all funds expended.

Submitting your report via G5, 90 days after the expiration or termination of grant support (EDGAR 80.41)



# Final Performance Report(continued)

Writing the final report:

Format:

Use the 524B (report form) and ED524 (Budget form)

Resources:

- APRs and quarterly reports
- Original application
- Partner feedback (LEA/SCH)
- Program officer



# Final Performance Report (continued)

## 2012 NPD GPRA Measures

- **Measure 1:** The percentage of **pre-service** program completers who are state and/or locally certified, licensed, or endorsed in LEP instruction.
- **Measure 2:** The percentage of **pre-service** program completers who are placed in instructional settings serving LEP students within 1 year of program completion.
- **Measure 3:** The percentage of **pre-service** program completers who are providing instructional services to LEP students 3 years after program completion.
- **Measure 4:** The percentage of **paraprofessional** program completers who meet state and/or local qualifications for paraprofessionals working with LEP students.
- **Measure 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 6:** The percentage of **in-service** teacher completers who are providing instructional services to LEP students.



# QUESTIONS ABOUT THE FINAL PERFORMANCE REPORT?



# NO COST TIME EXTENSIONS

## Questions You May Be Asking

- What if our project needs more time?
- What is a No Cost Extension (NCE)?



# NO-COST TIME EXTENSION

## REQUIREMENTS FOR GRANTEES

**To request a One-Time No-Cost Extension (NCE) please provide the following information to your Program Officer via email at least 30 days before your project closing date:**

1. Project Director's name and contact information (fax, e-mail, telephone)
2. Grant number and grantee name.
3. A list of all activities that were to be completed during the entire performance period as outlined in the initial project application.
4. Identify all activities that have been completed and the date on which they were completed. This can be annotated on the original list compiled for #3 above.



# NO-COST TIME EXTENSION

## REQUIREMENTS FOR GRANTEES (CONTINUED)

5. A new proposed project end date for the grant that reflects the additional time needed to complete approved activities. The extension should not exceed 12 months from the current end date.
6. A detailed project timeline that demonstrates how the grantee will complete the remaining activities by the new proposed project end date.
7. A budget indicating how much money has been spent to date and a detailed accounting of how much of the remaining funds will be spent on each of the activities that are to be completed under the NCE.



# NO-COST TIME EXTENSION

## OTHER REMINDERS

- No additional funds are available for the extended time of the award.
- The grantee will not have to submit a Final Performance Report (FPR) until the end of the new approved closing date.



**QUESTIONS  
ABOUT NO COST  
TIME EXTENSIONS?**



# CLOSE OUTS

- Grantee receives a Pre-expiration Reminder Letter at least 60 days prior to the Performance end date.
- Grantee notified of closeout status immediately after the grant's performance period has ended.
  - Liquidation, Suspension or Manual Closeout
- Final Performance Report Received
- Closed

A grant in the closed status indicates that the grant's performance period has ended, all required reports have been submitted, and the remaining balance is zero.



# FOLLOWING CLOSE OUT STATUS

- **Liquidation** - The liquidation status is the first closeout phase in G-5
- **Suspension** - The suspension status is the second closeout phase in G-5
- **Manual closeout** - Trigger for this process
  - occurs after six (6) month suspension status period
  - unexpended funds remain/required report was not received G-5 automatically moves the grant to a manual closeout status.

## Closed



# CONTACT FOR GRANT CLOSE OUT

Patrice Swann 202-401 1463  
[Patrice.Swann@ed.gov](mailto:Patrice.Swann@ed.gov)



**QUESTIONS  
ABOUT CLOSED  
OUT GRANTS?**



# NEXT STEPS

OELA Program Officer (PO) will be contacting you to conduct a review of your quarterly report data.

## REMINDERS:

- ✓ When writing to you PO always include your PR Award#.
- ✓ Please call the G5 helpline if you have any issues with G5. 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)



# Feedback and Discussion



THANK YOU



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OF EDUCATION

