NATIONAL PROFESSIONAL DEVELOPMENT PROGRAM (NPD)

2016 GRANTEE POST AWARD SESSION
OCTOBER 5, 2016

Congratulations!

As an OELA NPD grant awardee you are now part of the OELA Team.
WELCOME!

OELA 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 biliteracy or multiliteracy skills for all students.

NPD Program Purpose

The NPD Program provides grants for eligible entities to implement professional development activities intended to:

- Improve instruction for English Learners (ELs)
- Assists education personnel working with ELs to meet high professional standards.
- Professional development activities may include both pre-service and in-service activities.

AGENDA

- GAN
- Report Contents
    - A. Project-Specific Performance Measures
    - B. What is GPRA
- Reporting Forms
- Budget Management
- Next Steps
- Resources

GRANT AWARD NOTIFICATION

US Department of Education
Washington, D.C. 20202

T365Z16

1 RECIPIENT NAME

Name and address of grantee

2 AWARD INFORMATION

PR/AWARD NUMBER   T365Z160
ACTION NUMBER   1
ACTION TYPE   New
AWARD TYPE   Discretionary

3 PROJECT STAFF

RECIPIENT PROJECT DIRECTOR

Contact Information

EDUCATION PROGRAM CONTACT
Elizabeth Judd   (202) 401-1473
ELIZABETH.JUDD@ED.GOV
EDUCATION PAYMENT HOTLINE
G5 PAYEE   888-336-8930
HELPDESK
edcaps.user@ed.gov

4 PROJECT TITLE

84.365Z

5 KEY PERSONNEL

NAME	TITLE	LEVEL OF EFFORT

6 AWARD PERIODS

BUDGET PERIOD   09/01/2016 - 08/31/2017
PERFORMANCE PERIOD   09/01/2016 - 07/31/2021

FUTURE BUDGET PERIODS

BUDGET PERIOD	DATE	AMOUNT
2	09/01/2017 - 08/31/2018	$527,523.00
3	09/01/2018 - 08/31/2019	$572,362.00
4	09/01/2019 - 08/31/2020	$539,433.00
5	09/01/2020 - 07/31/2021	$318,123.00

7 AUTHORIZED FUNDING

THIS ACTION $272,199.00
BUDGET PERIOD $272,199.00
PERFORMANCE PERIOD $272,199.00

8 ADMINISTRATIVE INFORMATION

DUNS/SSN   068979848
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

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Item #	Why it matters
1	Must be correct for continuing updates and funding
2	Most important is the PR# for reference in correspondence and funding (PR# also identifies with the DUNS number)
3	This is how we keep each other informed and get help for you
4	Project Identity
5	Project director/PI
6	Tells you what you have and what you may get in the future and your timeline
7, 8, 9	Reference information

Report Contents

- Annual Performance Report (APR).

    a. Reporting on program specific performance measures.

    b. Reporting on GPRA measures and complete data.

    c. Reporting on all funds expended and potential carryover of funds, if applicable.

- Quarterly monitoring of performance and budget drawdowns.

Report Contents (continued)

Reporting Project Results:

Goals, Objectives & Measures-Annual Performance Report

- Specific : usually answers the five 'W' questions.

- Measurable: usually answers the one 'H' question.

- Achievable: is a reality check.

- Relevant: demonstrates impact.

- Time Bound: Annual reports based on annual targets. Is it a reasonable time for the accomplishments required of the project's goals?

Report Contents (continued)

PRIORITIES:

- Absolute Priority 1: Providing Professional Development to Improve Instruction for English Learners.

- Competitive Preference Priority 1: Moderate Evidence of Effectiveness.

- Competitive Preference Priority 2: Improving Parent, Family, and Community Engagement.

- Invitational Priority 1: Dual Language Approaches.

- Invitational Priority 2: Supporting the Early Learning Workforce to serve ELs.

What is GPRA?

GPRA stands for: **G**overnment **P**erformance and **R**esults **A**ct

The foundation of GPRA is based on the following three elements required of all federal agencies:

- A **Five-year Strategic Plan** that includes long-term, results-oriented goals covering each of its major functions.

- An **Annual Performance Plan** that establishes the performance goals for the applicable fiscal year, a brief description of how these goals are to be met, and a description of how these performance goals and outcomes were evaluated.

- An **Annual Performance Report** that reviews the agency's success or failure in meeting its targeted performance goals.

The GPRA Measures that grantees submit contribute to the OELA Annual Performance Report to Congress.

2016 NPD GPRA Measures

- **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.

2016 NPD GPRA Measures (Continued)

- **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.

REPORTING FORMS

POST WARD:

1. GPRA Measures / Annual Targets
2. Project-Specific Performance Outcomes Table
3. Quarterly Budget and Monitoring Form
4. APR 524B – Project Status and Progress

NPD BUDGET & PROGRAM ACTIVITIES MONITORING TIMELINE			
1st Quarter Sep - Nov 2016	2nd Quarter Dec 2016 - Feb 2017	3rd Quarter Mar - May 2017	4th Quarter Jun - Aug 2017

NPD GPRA Measures

2016 NPD GPRA MEASURES *Enter number of participants, per year next to the measures your project will address*	TARGET					
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL *
Measure 1: The **number and percentage** of program participants who complete the preservice 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.						

Project Specific Performance Measures

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

BUDGET MANAGEMENT

POST AWARD REQUIREMENTS:

- Grants will be governed by the Uniform Guidance, 2 CFR Part 200, as adopted by ED at 2 CFR 3474.

- Additional Information on the Uniform Guidance can be found in the Frequently Asked Questions (FAQs) and at this website: http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html.

- Fiscal Management Training: http://www2.ed.gov/fund/grant/about/training-management.html.

BUDGET MANAGEMENT (CONTINUED)

BUDGET JUSTIFICATIONS:

All project costs must meet the following criteria:

- **Allowable** – Either permitted or not specifically prohibited and necessary for project success.

- **Allocable** – Expended for a particular purpose or time period that benefits the grant.

- **Reasonable** – Costs that would be incurred by any prudent person.

- **Necessary** – Needed to implement the grant.

BUDGET MANAGEMENT (CONTINUED)

DRAWDOWNS:

- Make timely drawdowns.

  – Request funds only for immediate needs.

  – Minimize time between drawdowns and disbursements.

CARRYOVER: *(2 CFR 200.308(d) & 34 CFR 75.253(d)(1))*

- Carryover refers to the movement of unexpended funds from one budget period to the next. Under expanded authorities, you do not need prior approval.

- In your annual reports, we will ask you to explain any unexpended funds or delayed activities.

BUDGET MANAGEMENT (CONTINUED)

The "Expanded Authorities" Amendments:

Provisions in *2 CFR 200.308* that allow grantee flexibility to make post-award changes and budget revisions that are consistent with the activities and budgets in the approved application and that do not change the scope or objectives of the grant.

BUDGET MANAGEMENT (CONTINUED)

- **Grant changes *still* requiring prior approval (i.e., not permitted by "expanded authorities")**

- Changes in project scope or objectives.

- Changes in the project director or other key persons specified in the award document (see box 5 of the GAN).

- The absence for more than 3 months or a 25% reduction in time of the approved project director.

- The need for additional Federal funds.

- The transfer of funds allotted for training allowances to other categories.

- Transfer or contracting out of any work (doesn't apply to supplies, material, equipment or general support services).

NEXT STEPS

- OELA Program Officer (PO) will **follow up with each grantee** after Post Award Conference between PO and Grantee personnel.

- **Collect the requested forms and information** specified in the post award conference.

- Establish and promote an **open line of communication** and a real partnership with the Grantee.

Submitting Reports

All Grantees with multi-year grants must submit an Annual Performance Report (APR via G5).

Grantee	Performance Period	Budget Period	Report Due
FY2016	September 2016 – August 31, 2017	September 2016 – August 31, 2017	May 31, 2017

Resources

- Office of English Language Acquisition (OELA)
  http://www2.ed.gov/about/offices/list/oela/index.html

- National Clearinghouse for English Language Acquisition (NCELA)

  https://ncela.ed.gov/

- Uniform Guidance (2 CFR Part 200)

  http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- Education Department General Administrative Regulations (EDGAR)

  http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html

- SAM: System for Award Management

- https://www.sam.gov/portal/SAM/##11

THANK YOU

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OF EDUCATION