





2017 Project Directors Meeting
In Pursuit of Higher Education for All



2013 NAM GRANTEES:

AN OVERVIEW OF DISCRETIONARY GRANT
RECIPIENTS' CLOSEOUT RESPONSIBILITIES

November 9, 2017








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AGENDA

- **Background Information**
- **Basic Concepts in Grants Management**
 - Information Included in My Grant Award Notification (GAN)
 - Grantee Responsibilities and Accountability
 - 2013 GPRA Performance Measures
 - ED's Monitoring of the Grant Recipient
 - Communication with ED
- **Grant Closeout**
 - Closeout
 - No-Cost Extensions
 - Final Performance Report
 - Timeline
- **Record Keeping and Tools/Resources**

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Background Information

Background Information

Purpose: To award grants to eligible entities to develop and enhance capacity to provide effective instruction and support to **Native American students, including Native Hawaiian and Native American Pacific Islander, who are identified as English learners (ELs).**

Goal: To support the teaching, learning, and studying of **Native American languages** while also increasing the **English language proficiency** of students served to meet challenging State academic content and achievement standards.

Defining Native American Language: The historical, traditional languages spoken by Native Americans, consistent with section 103 of the Native American Languages Act (25 U.S.C. 2902).

Types of Projects: Teacher training, curriculum development, and evaluation and assessment to support the core program of student instruction and parent-community participation. Student instruction may comprise preschool, elementary, secondary, and postsecondary levels or combinations of these levels.



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Basic Concepts in Grants Management



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US Department of Education Washington, D.C. 20202		T36SC160001	
GRANT AWARD NOTIFICATION			
1	RECIPIENT NAME Fairbanks Native Association 605 Hughes Avenue Suite 100 Fairbanks, AK 99701 - 7539	2	AWARD INFORMATION PR/ AWARD NUMBER T36SC160001 ACTION NUMBER 1 ACTION TYPE New AWARD TYPE Discretionary
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR Melissa Charlie (907) 452-1648 mcharlie@fairbanksnative.org EDUCATION PROGRAM CONTACT Fengjia Zhang (202) 401-1472 FENGJIA.ZHANG@ED.GOV EDUCATION PAYMENT HOTLINE GS PAYEE 888-336-8930 HELP DESK edcapsuser@ed.gov	4	PROJECT TITLE 84.365C The Fairbanks Native Association Head Start Koyukon Athabascan Language Program will train four teachers to increase English and Native language proficiency of up to 20 Native English Learners per yr.
5	KEY PERSONNEL NAME TITLE LEVEL OF EFFORT Melissa Charlie Project Director 100 %		

6	AWARD PERIODS		
	BUDGET PERIOD	08/01/2016 - 07/31/2017	
	PERFORMANCE PERIOD	08/01/2016 - 07/31/2021	
	FUTURE BUDGET PERIODS		
	BUDGET PERIOD	DATE	AMOUNT
	2	08/01/2017 - 07/31/2018	\$331,033.00
	3	08/01/2018 - 07/31/2019	\$321,240.00
	4	08/01/2019 - 07/31/2020	\$324,106.00
	5	08/01/2020 - 07/31/2021	\$326,367.00
7	AUTHORIZED FUNDING		
	THIS ACTION	\$328,100.00	
	BUDGET PERIOD	\$328,100.00	
	PERFORMANCE PERIOD	\$328,100.00	
8	ADMINISTRATIVE INFORMATION		
	DUNS-SSN	095715736	
	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
	PROGRAM TITLE:	ENGLISH LANGUAGE ACQUISITION, LANGUAGE ENHANCEMENT, AND ACADEMIC ACHIEVEMENT PROGRAM FOR LIMITED ENGLISH PROFICIENT CHILDREN
	CFDA/SUBPROGRAM NO:	84.365C
	FUND CODE	1300M
	FUNDING YEAR	2016
	AWARD YEAR	2016
	ORG CODE	E1000000
	CATEGORY	B
	LIMITATION	561
	ACTIVITY	000
	CFDA	365
	OBJECT CLASS	4101C
	AMOUNT	\$328,100.00
10	PREAWARD NUMBER:	
	T365C160001	
	RECIPIENT NAME:	Fairbanks Native Association
	GRANTEE NAME:	FAIRBANKS NATIVE ASSOCIATION 605 HUGHES AVE STE 100, FAIRBANKS, AK 99701 - 7539
	PROGRAM INDIRECT COST TYPE:	Unrestricted
	PROJECT INDIRECT COST RATE:	21.72%
	TERMS AND CONDITIONS	
	(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:	
	1) THE RECIPIENT'S APPLICATION (BLOCK 2);	
	2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 100, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND	
	3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.	
	THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE SECRETARY CONSIDERS, AMONG OTHER THINGS, CONTINUED FUNDING IF:	

Grantee Responsibilities and Accountability

When undertaking a project funded by the Department, your major responsibilities are to:

- Perform the work described in the approved application (and any approved revisions to the application);
- Maintain strong internal controls to ensure your organization:
 - Exercises proper stewardship of federal funds, including cash management and documentation of expenditures;
 - Complies with all statutory and regulatory requirements, conditions of the grant award, and certifications;
 - Takes prompt action when non-compliance is noted, including audit findings; and
 - Safeguards protected personally identifiable information;

Grantee Responsibilities and Accountability

Additional responsibilities include grantees having to:

- Communicate regularly with the Department's program staff;
- Draw down funds only when needed to make payments for expenditures made under the grant for allowable activities;
- Perform a risk assessment and monitor any subgrants made with federal funds;
- Demonstrate measurable progress toward achieving project performance goals;
- Report all required information to the Department and/or OMB using OMB approved standard information collections; and
- Maintain records documenting activities and expenditures for at least three years (Grantmaking at ED, p.30)



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2013 GPRA Performance Measures

- **Measure 1:** The percentage of English learners (ELs) served by the program who score proficient or above on, as applicable, valid and reliable State or local district reading assessments.
- **Measure 2:** The percentage of ELs served by the program who are making progress in learning English as measured by the State approved English language proficiency assessment.
- **Measure 3:** The percentage of ELs served by the program who are attaining proficiency in English as measured by the State approved English language proficiency assessment



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ED's Monitoring of the Grant Recipient

Types of Monitoring

- Draw down of funds and expenditures
- Annual performance reports
- Interim and/or final reports, where applicable
- Onsite/Desk Reviews
- Review of audit findings/responses/closeouts
- Ensuring projects meet approved planned objectives



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Communication with ED

- Always use your PR/Award number
- Always check your budget computations more than once
- Carefully read the attachments and enclosures that come with your GAN
- When in doubt, ask

Grant Closeout

Closeouts

Each grantee is expected to complete all grant activities by the end of its grant period and return any remaining funds to the US Department of Treasury.

- Grantees will receive a pre-expiration letter 60 days prior to their performance end date.
- Grantees must submit a Final Performance Report no later than 90 days after June 30, 2018 (the performance end date).
- Funds may be liquidated up to 90 days after the end of the grant period.

No-Cost Extension

- Guidelines in 2CFR 200.308(d)

For those grantees who do not foresee completion of all activities within the established timeframe, OELA will accept no-cost extension (NCE) requests on a rolling basis.

- A one-time no-cost extension is a request to extend the closing date of a project in order to allow additional time for completion of previously approved grant activities.
- Extensions should reflect the amount of time needed to complete approved activities and should not exceed 12 months.
- This one-time extension may not be used merely for the purpose of using unobligated balances.

No-Cost Extension

Requirements for Grantees

To request a One-Time No-Cost Extension (NCE) please provide the following information to your Program Officer via email between March 12 – May 16, 2018:

- A detailed list of all activities that were to be completed during the entire performance period as outlined in the initial project application, with a narrative as justification.
- 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.

No-Cost Extension

Requirements for Grantees

- A detailed project timeline that demonstrates how the grantee will complete the remaining activities by the new proposed project end date.
- 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 no cost extension.
- An assurance that the proposed activities during the extension period will be completed.

Please note: OELA will host a webinar prior to the no-cost extension submission period and send out a suggested template for use.

No-Cost Extension

Other reminders

- No additional funds are available for the extended time of the award.
- Grantees under a NCE will not have to submit a Final Report until 90 days after the end of the new approved closing date.



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No-Cost Extension

Sample Template

Office of English Language Acquisition: Request for a No Cost Extension

All requests should be submitted no later than May 16, 2018

PR Award# _____

No Cost Extension End Date ____/____/____

Provide justification for your request below. Please include the reasons why you were unable to complete activities and how you will ensure that they are completed on time.

--

Please include a timeline for completion of all project activities, including those under contract with other entities as described in the project application.

Activity	Original Planned Date of Completion	Anticipated New Date of Completion (not to exceed 1 year)	Parties Responsible	Cost of Activity



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No-Cost Extension

Office of English Language Acquisition: Request for a No Cost Extension

All requests should be submitted no later than May 16, 2018

Sample Template

No Cost Extension Project Budget Template

	Funds Approved for 17-18	Funds Expended to Date	Funds Obligated to the End of the Fiscal Year	Anticipated Funds for NCE	Adjusted Budget including Carryover
Personnel					
Fringe Benefits					
Supplies					
Contractual					
Other					
Training Stipends					
Indirect Costs					
TOTALS					



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Final Performance Report and Timeline

Final Annual Performance Report ED's Monitoring of the Grant Recipient: ED524B

Sample Template

U.S. Department of Education **DEAFEN2016**
 Grant Performance Report (ED 524B)
 Project Status Chart - NAM PROGRAM

SECTION A: NAM GPA Measures Data (see instructions. Use accurate page as necessary.)
 (1) Check if this is a status update for the previous budget period.

Measure Type	Quantitative Data	Qualitative Data																								
Measure 1: The number of English learners (ELs) served by the program who score proficient or above on the state reading assessment.	<table border="1"> <tr> <th>Year</th> <th>Target</th> <th>Actual</th> <th>Performance Score</th> </tr> <tr> <td>2016</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2017</td> <td></td> <td></td> <td></td> </tr> </table>	Year	Target	Actual	Performance Score	2016				2017				<table border="1"> <tr> <th>Year</th> <th>Target</th> <th>Actual</th> <th>Performance Score</th> </tr> <tr> <td>2016</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2017</td> <td></td> <td></td> <td></td> </tr> </table>	Year	Target	Actual	Performance Score	2016				2017			
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Explanations of Progress (Include Qualitative Data and Data Collection Information):

Timeline: 2013 NAM Cohort

Closeout	<ul style="list-style-type: none"> For those grantees that will be able to complete ALL goals and objectives by June 30, 2018, your file will go into closeout. Grantees will receive pre-expiration letters 60 days prior to the performance period end date.
No-Cost Extension (NCE)	<ul style="list-style-type: none"> Submission Period: March 12 - May 16, 2018 Due Date to receive no-cost extensions May 16, 2018 The No-Cost Extension period may not exceed 12 months Grants under no-cost extensions will be transferred to the new Program Officer by May 30, 2018
Final Performance Report	<ul style="list-style-type: none"> For grantees not under a NCE, the Final APR reporting period is from Aug. 1, 2017 to June 30, 2018 Grantees must submit a Final Performance Report no later than 90 days after September 30, the performance end date. Funds may be liquidated up to 90 days after the end of the grant period. Grantees have until September 30, 2018 to submit the final report. Grantees under a NCE will not be required to submit a NCE until 90 days after the end of their NCE period.

Record Keeping Tools/Resources



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Record Keeping

- Keep records regarding the use of grant funds, compliance with program requirements, and the data used to demonstrate the project's effectiveness in meeting the project objectives.
- Keep your copy of the approved application.
- Keep financial records showing the amounts and sources of all funds spent on the grant, including any cost sharing or matching funds that were required or volunteered as part of the approved project. These records must also document how all federal and matching funds were used.
- Keep records that document other types of information you provided the Department in your annual or final reports, such as records of program participants and the source data used to report on performance measures.
- Maintain inventory records, if you purchase equipment with grant funds, until you dispose of the equipment or transfer it to another federal project for use.
- Keep copies of all correspondence with the Department regarding the project.



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Tools/Resources

- ED's Handbook for the Discretionary Grant Process: <https://www2.ed.gov/policy/gen/leg/foia/foia-hb-01.pdf>
- Grantmaking at ED: Answers to Your Questions About the Discretionary Grants Process: <https://www2.ed.gov/fund/grant/about/grantmaking/grantmaking.pdf>
- Education Department General Administrative Regulations (EDGAR): <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Uniform Guidance (2 CFR Part 200): The Uniform Guidance Technical Assistance site for Grantees <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>
- G5 Help Desk: 1-866-697-2696. Grantees can also send questions and concerns via Email to: edcaps.user@ed.gov.
- ED's Online Grant Training: <https://www2.ed.gov/fund/grant/about/training-management.html>



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For More Information

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Celeste McLaughlin
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Email: celeste.mclaughlin@ed.gov

T365C130001	Kashunamit School District
T365C130002	Winnebago Tribe of Nebraska
T365C130005	Missouri River Educational Cooperative (MREC)
T365C130008	Arlee Joint Elementary
T365C130009	Arlee Joint High School
T365C130013	Lac Courte Oreilles Band of Lake Superior Chippewa

T365C130015	Yukon-Koyukuk School District
T365C130018	Confederated Tribes and Bands of the Yakima Nation
T365C130022	Painted Desert Demonstration Project
T365C130023	Stilwell Public Schools
T365C130024	Tenkiller Elementary School
T365C130025	Chief Leschi Schools



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THANK YOU



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