



DISCRETIONARY GRANTS PERFORMANCE REPORTING

Jacob K. Javits Gifted and
Talented Students Program

January 28, 2021
2:30 – 3:30pm (ET)

House Keeping Rules

Please remember the following:

- MUTE your phones (use the “mute” on your device or press *6)
- Do NOT utilize the HOLD function—this will place the entire call on hold. Simply hang up and dial back in when you’re able.
- Use the chatbox to ask questions. Direct them to the HOST or ALL PARTICIPANTS.
- Let’s begin!

Agenda

- Performance Reporting Purpose
- Overview of Reporting Requirements
- Mid-Year Performance Reporting Requirements
- Continuation Awards
- Annual Performance Reporting Requirements
- Summary of Performance Reporting Deadlines
- Final Performance Reporting
- No Cost Extensions

Performance Period vs Budget Period Overview

- Refer to information listed on the Grant Award Notification (GAN)
- **Project (Performance) Period** - period during which funds can be obligated
 - *Report progress on project goals and objectives as defined in approved Grant Application*
- **Budget Period** - An interval of time into which a project period is divided for budgetary purposes.
 - *Financial plan for carrying out the project or program (yearly)*
 - *Report on obligations, draw downs, and carryover*
- Full Project (Performance) Period for Javits Program awards is 5 years, however each budget period is for one year.
 - *Congressional appropriations for budgets are conducted annually in which the availability of funds are determined.*

Performance and Budget Reporting Requirements

- Performance Check-In Calls with Program Officer
- Annual Performance Report (APR)
- Budget Revisions
- Requirements issued in Grant Condition
- Information as requested by Program Officer

Monitoring Performance through Check-in Calls

- It all begins with an approved grant application and the grant award notification (GAN).
 - *Review, revisit, and remember to include approved project information to maintain federal grants and complete projects.*
- All Grantees are required to keep program officer informed of changes in completing project performance measures and managing budgetary items.
- Scheduled (Yearly) Check-In calls will begin in March 2021 to keep the Department updated on:
 - *Progress*
 - *Challenges*
 - *Identifying when assistance is needed*
 - *Grant Conditions IF required in GAN*
- Check-In Calls can be conducted whenever deem necessary by the program officer.

Interim Performance Check-In Calls Requirements

- Scheduled by program officer and could last up to 1 hour
- Discussions for check-in calls will include:
 - *Progress on performance measures*
 - *Budget Information: anticipated carryover amounts since receiving continuation awards*
 - *Changes to Budget Line Items (personnel, contracts, indirect cost rates, supplies, etc.)*
 - *Need for guidance to manage awards and reallocations*
 - *Any other information that could impact the completion of the project and maintaining grant requirements*
- Check-in call information form will be standardized for all grantees however discussions will be streamlined to fit each grantee's performance and financial obligations.
- **2021 Check-in Calls Schedule:**
 - *FY 17, 19, and 20 Grantees: March 2021*
 - *FY 18 Grantee: April 2021*

Revised Budgets with Anticipated Carryover

- Budget Revisions for mid-year of budget period used to determine substantial progress
- Complete recommended Budget Revisions Form
 - Include Anticipated Carryover for determining expenditures
 - Submit to Program Officer before Check-in call
- FY 17, 19, and 20 Grantees budget revisions:
 - *(October 1, 2020 – February 28, 2021)*
- Year 1 grantees (FY 20) - Interim budget revisions provide partial year of reporting for determining substantial progress to make year 2 continuation awards.

Reporting Guidance for Continuation Awards

- Under EDGAR, 34 CFR 75.253(a)(3) grantees are required to submit their grant performance and financial data to the Department using Grant Performance Report form ED 524b for determining continuation awards
 - *ED 524B is required for Annual and Final Reporting*
 - *Annually, grantees are required to report on progress of project, budget, and indirect cost*

- **Substantial Progress is determined by:**
 - *Annual Performance Reports (APRs) (submitted in Dec 2020)*
 - *Mid-Year Performance Check-in Calls and Budgets (March/April 2021)*
 - *Other communications and notifications (MS Teams meetings, emails, phone calls)*

Annual Performance Reports (APRs) Requirements in 2021

- Report progress on meeting goals and objectives at the end of performance year.
 - *This consists of progress for the complete year of performance*
- Reported progress in APRs will cover the following timeframes:
 - *October 1, 2020 – September 30, 2021 for FY 17, FY 19, & FY 20 grantees*
 - *December 7, 2020 – December 6, 2021 for FY 18 grantee*
- APRs will demonstrate a complete year of progress in performance and spending.
- APRs for FY 17, 19, and 20 grantees are due no later than **November 16, 2021**.
- APR for FY 18 grantee is due no later than **December 30, 2021**.
- Due dates for submitting APRs were selected to allow time for program officers to review documents and determine substantial progress.
- APRs will be submitted through G5.

Annual Performance Reports (APR)

Requirements: Complete 524b form

- Part I: Grant Performance Report Cover Sheet
- Part II: Project Status Chart Form (Actual – Targets)
 - *Section A – Performance Objectives Information and Related Performance Measures Data*
 - *Section B – Budget Information*
 - Include actual carryover amounts based on funds in G5
 - *Section C - Additional Information*

- Instructions will be provided for completing Project Status Chart

Government Performance and Results Act (GPRA) Measures (FY 17 & 18 Cohorts)

- *Performance* measures pursuant to the Government Performance and Results Act (GPRA) of 1993, for assessing progress toward achieving the purposes of the program:
 1. The number of Javits Gifted and Talented Education projects with significant gains in academic achievement among target student populations.
 2. The number of Javits Gifted and Talented project designs for effective professional development focusing on gifted and talented education with average reviewer ratings for quality of high and above.;
 3. The number of new evidence-based Javits Gifted and Talented Education project designs with average reviewer ratings for quality of high and above.

Government Performance and Results Act (GPRA) Measures (FY 19 & 20 Cohorts)

- *Performance* measures pursuant to the Government Performance and Results Act (GPRA) of 1993, for assessing progress toward achieving the purposes of the program:
 1. The number of students newly identified as gifted and talented under the program;
 2. The percentage of students newly identified as gifted and talented under the program who were served under the program;
 3. Of the students served under the program who were in tested grades, the percentage who made gains on State assessments in mathematics;
 4. Of the students served under the program who were in tested grades, the percentage who made gains on State assessments in science; and
 5. The number of teachers and other educators who received services that enable them to better identify and improve instruction for gifted and talented students.
- FY 19 and FY 20 grantees must respond to GPRA measures in Section A of Project Status Chart.

ED 524b Cover Sheet

	U.S. Department of Education Grant Performance Report Cover Sheet (ED 524B) <i>Check only one box per Program Office instructions.</i> <input type="checkbox"/> Annual Performance Report <input type="checkbox"/> Final Performance Report	OMB No. 1894-0003 Exp. 02/28/2011
General Information		
1. PR/Award #: _____ <i>(Block 5 of the Grant Award Notification - 11 characters.)</i>		2. Grantee NCES ID#: _____ <i>(See instructions. Up to 12 characters.)</i>
3. Project Title: _____ <i>(Enter the same title as on the approved application.)</i>		
4. Grantee Name <i>(Block 1 of the Grant Award Notification.):</i> _____		
5. Grantee Address <i>(See instructions.)</i> _____		
6. Project Director <i>(See instructions.)</i> Name: _____ Title: _____		
Ph #: () _____ - _____ Ext: () _____ Fax #: () _____ - _____		
Email Address: _____		
Reporting Period Information <i>(See instructions.)</i>		
7. Reporting Period: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)		
Budget Expenditures <i>(To be completed by your Business Office. See instructions. Also see Section B.)</i>		
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 <i>(To be completed by your Business Office. See instructions.)</i>		
9. Indirect Costs		
a. Are you claiming indirect costs under this grant? <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government? <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. If yes, provide the following information:		
Period Covered by the Indirect Cost Rate Agreement: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)		
Approving Federal agency: <input type="checkbox"/> ED <input type="checkbox"/> Other <i>(Please specify):</i> _____		
Type of Rate <i>(For Final Performance Reports Only)</i> : <input type="checkbox"/> Provisional <input type="checkbox"/> Final <input type="checkbox"/> Other <i>(Please specify):</i> _____		
d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:		
<input type="checkbox"/> Is included in your approved Indirect Cost Rate Agreement?		
<input type="checkbox"/> Complies with 34 CFR 76.564(c)(2)?		
Human Subjects <i>(Annual Institutional Review Board (IRB) Certification)</i> <i>(See instructions.)</i>		
10. Is the annual certification of Institutional Review Board (IRB) approval attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Performance Measures Status and Certification <i>(See instructions.)</i>		
11. Performance Measures Status		
a. Are complete data on performance measures for the current budget period included in the Project Status Chart? <input type="checkbox"/> Yes <input type="checkbox"/> 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: ____/____/____
ED 524B Page 1 of 5		

Progress Status Chart (Sec A): Project Objectives and Performance Measures (Example)



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

OMB No. 1894-
0002

PR/Award # (11 characters): _____ *Grant Number* _____

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.

Increase access to high-quality gifted instruction for underrepresented students.

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
At the end of Year 4, 300+ (Name of School) students will have enrolled in an Academy * course	PROJ	500			832		

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
The number of students newly identified as gifted and talented under the program	GPRA	175	/		100	/	

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

- Activities implemented: As of September 2016, we have implemented blended online middle school courses in three school districts, with students taking three courses in their first year in the program and another three in the second year, totaling 27 weeks of daily programming per student over the course of the two years they are in the program. Courses were designed in a collaborative process with Academy staff and graduate students from the University's Department of Curriculum and Instruction specializing in culturally relevant pedagogy, with input from our district partners – (List partners), as well as the Catholic Diocese of (Name).
- From the 832 students enrolled in the Academy courses, 100 students were newly identified as gifted and talented under the program.

Program Status Chart (Sec B): Budget Revisions (For Annual Reporting)

- *Grantees are required to submit budget revisions as part of annual reporting*
- Reasons to make budget revisions:
 - To reallocate funds within line items that won't impact the scope of the project
 - To maintain reasonable, allowable, allocable costs across the project
 - When the Program Officer identifies a lack of spending funds in G5 i.e. large amount of funds remaining after mid-point of budget period
- *Provide detailed information on the funds expended and obligated for the budget period*
- *Explain if you did/will not expend funds at the expected rate during the reporting period.*
- *Explain the planned use of funds carried over into the next budget period*
 - Ex. FY 19 grantees: Year 3

Budget Revisions Requirements

- CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- Refer to original budgets submitted and approved in grant applications.
- Budgets are revised yearly to account for cost changes, reductions, and carryover
- Complete Budget sheet in 524b form for making revisions
- Provide detailed narratives for changes to budget and carryover amounts per line item
- Approval by the Department is required for major budget changes (Must be reasonable, allowable, and allocable)
 - *Refer to Uniform Guidance for determining allowable costs.*
- Budgets could impact continuations awards



Budget Revisions Form ED 524b



**U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
Javits Gifted and Talented Students Education Program (Javits)**

Date of Submission:

Name of Institution/Organization:

PR/Award Number:

Budget Categories	Allocated Amounts Year 4 FY 17 Awardee:	Carryover Amount from Year 4	Change Amount for Year 5 (Increase/Decrease)	Year 5 Allocations	Final Revised budget FY 17 Awardee for Year 5	
1. Personnel	10,000	4,000	8,000	10,000	18,000	
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies	10,000	4,000	(4,000)	10,000	10,000	
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

In addition to the budget, **please provide a budget narrative.** The budget narrative should provide an itemized and detailed justification for how the funds will be spent in this performance period. The narrative should be organized by federal budget line item.

Example of Narrative:

For Personnel, \$4,000 was carried over from year 4 due to late hiring of Data Assistant. The \$4,000 was carried over into year 5. Another \$4,000 was reallocated from line item (Supplies) to cover the cost of an additional part time Data Assistant due to increased data entry responsibilities.

For line item (Supplies), a reduced number of testing material was needed due to changeover to electronic testing therefore \$4,000 was carried over and reallocated to line item (Personnel).

Program Status Chart (Sec C): Other

- **Key Personnel Changes:**

- If any key personnel changed during the reporting period, please describe whether this impacted your ability to achieve your approved project goals and objectives.
- Provide updates to your Program Officer and obtain guidance.

Reporting Dates and Deadlines

Check-in Calls: Mid-Year Reporting:

- *FY 17, FY 19 & FY20 Grantees: March 2021*
- *FY 18 Grantee: April 2021*

Budget Revisions:

- *FY 20 Grantees: Year 2 budgets – November 16, 2021*
- *FY 19 Grantees: Year 3 budgets – November 16, 2021*
- *FY 18 Grantee: Year 5 budget – December 30, 2021*
- *FY 17 Grantees: Year 5 budgets – November 16, 2021*

Annual Performance Reports (APRs):

- *FY 20 Grantees: Year 1 Report – November 16, 2021*
- *FY 19 Grantees: Year 2 Report – November 16, 2021*
- *FY 18 Grantee: Year 4 Report – December 30, 2021*
- *FY 17 Grantees: Year 4 Report – November 16, 2021*



**PAUSE
FOR
QUESTIONS**



Final Performance Reports (FPRs)

- Final performance reports consist of overall performance measures and completion of the project.
- Complete ED 524b Form
- Information in Section A of the Project Status Chart must cover the final budget period of the grant. Additional questions for final performance reports covering the entire project period are found in the instructions for Section C of the Project Status Chart.
- Manage budget to obtain zero balance of funds at end of grant period.
 - *Discuss balances with program officer before final year for receiving assistance.*
- FPRs are due no later than **120** days after grant period ends
- Submitted through G5 – Upload documents using the ED 524b form

No Cost Extensions (NCEs)

- At the end of a grant period a grantee may have large carryover amounts in which the funds may already be obligated, therefore NCEs are allowable.
 - Grantees need more time to complete project goals and objectives with the obligated funds
 - Payments to contractors are obligated but not yet received.
- **Requirements include the following:**
 - *Why an NCE is being requested, specifically outlining the challenges that led to implementation delays and how they will be addressed in the extension period;*
 - *What strategies/programs you will be implementing during the extension period (these cannot be new strategies/programs, but can only be activities in your approved application); and*
 - *Length of NCE. While grantees are allowed up to one year of additional time to complete a project, provided there are no conditions or issues with the administration of the grant or implementation of grant activities, you must provide a rationale for the time period that you need to complete the grant activities.*
 - *Submit a revised budget that display how funds will be reallocated and spent during the NCE timeframe.*
 - ***Submit a Performance Progress Report – APR requirements for the performance and budget period; the date for the final APR will be adjusted to the timeframe of the NCE.***

Final Performance Reports (FPRs)

- *No later than **120** days after the end of grant period*

Thank you for your joining us today!

Questions?



This presentation will be posted on the Javits Program Webpage under Resources.

Submit further questions to your Javits Program Officer.

Javits Team Contact Information



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