INDIAN EDUCATION PROGRAMS
Formula Grants to
Local Educational Agencies

CFDA Number: 84.060

Formula Grant
Annual Performance Report (APR)

DRAFT

Disclaimer
This is a hard-copy representation of the annual performance which will be located in the Education Data Exchange Network (EDEN) Submission System. Grantees must complete APR in EDEN unless they qualify for and request a paper document.

U.S. DEPARTMENT OF EDUCATION
Office of Indian Education

General Instructions for Annual Performance Report (APR)

This package contains instructions and a model of the online Annual Performance Report (APR) for the Formula Grants to Local Educational Agencies Program (CFDA 84.060) which is completed electronically through the Education Data Exchange Network (EDEN) Submission System. Recipients of formula grants must submit an APR for each year funding has been approved. The APR should demonstrate whether substantial progress has been made toward meeting the project objectives and the program performance measures. The information described in these instructions will provide the U.S. Department of Education (ED) with the information needed to determine whether recipients have demonstrated substantial progress. Performance reporting requirements are found in 34 CFR 75.720 and 2 CFR 200.

Purpose

The purpose of the Indian Education Formula Grant program, authorized in Part A, Subpart 1, of Title VII of the Elementary and Secondary Education Act (the Act), is to assist eligible applicants to provide Indian students with the opportunity to meet the same challenging state standards as all other students and meet the unique educational and culturally related academic needs of American Indian and Alaska Native students.

Formula Grant EASIE APR

The method for reporting grant performance for this program is completed online using the Education Data Exchange Network (EDEN) Submission System for Indian Education. If you need technical assistance in completing the APR, please contact our Partner Support Center (PSC):

> U.S. Department of Education Partner Support Center (PSC)
> Telephone: 877-457-3336 (877-HLP-EDEN)
> Fax: 888-329-3336 (888-FAX-EDEN)
> TTY/TDD: 888-403-3336 (888-403-EDEN)
> eden_oie@ed.gov

Paper submission

Paper submission is permitted **with pre-arrangement**. If you are a district that arranged to submit a paper form, follow the directions in the Federal Register notice for submitting your APR. Use the forms that you received in response to your request for paper submission, not the sample forms attached to these instructions. For assistance with this process, contact PSC, as shown above.

Deadlines

The APR submitted must address all required information in order to be funded in subsequent grants. The APR consists of the Cover Sheet, Participation Data, Program Performance Data and Budget. **The APR may be submitted between September 16, 2015-October 16, 2015.**

Transmittal Instructions for Formula Grant APR

The APR is transmitted electronically to the Department. **To complete and transmit your APR, you must complete the certification screen by clicking the I CERTIFY button.** If you don't click the **I CERTIFY** button, your APR is not complete or transmitted. After you certify, click **Continue** and download the PDF.

Please read the attached "Dear Colleague Letter" from your program office carefully. It contains instructions for completing the APR for the Formula Grant Program. The Getting Started and APR FAQs documents also contain in depth information on how you will report data in the APR.

Note: For the purposes of this report, the term "project period" is used interchangeably with the term "performance period," which is found on the Grant Award Notification.

Specific Instructions for Formula Grant APR

<u>Instructions for the Coversheet</u>

1. **Grantee Agency Name.** Pre-populated from EASIE Application. If the grantee agency name has changed, contact PSC.

2. **Mailing Address**. Pre-populated from EASIE Application. If the mailing address has changed, contact PSC.

3. **Grantee Identification.** Pre-populated from EASIE Application.

4. **Reporting Period Information**. Pre-populated from EASIE Application.

5. **Application Duration**. Pre-populated from the EASIE Application.

6. **Type of Grantee Information**. Pre-populated from EASIE Application.

7. **Type of Application Information**. Pre-populated from EASIE Application.

8. **Partner Identification (for Consortiums)**. Pre-populated from EASIE Application.

9. **Project Director Name and Title**. Enter the name, title, phone number, fax number and email address of your school year (SY) 2014-15 project director (even if there has been a project director change since the SY 2014-15 grant). If there was no project director assigned to the grant, identify who was responsible for carrying out program objectives and services.

10. **Authorized Official Representative**. Enter the name, title, phone number, fax number and email address of your approved authorized representative (certifying official user) who was legally authorized to approve the SY 2014-15 grant (even if there has been an authorized representative change since the SY 2014-15 grant).

Section A: Participation Data by Objective and Activity/Service

Table 1: Grant Objective Participation Data

Your Indian Education Formula Grant project's objectives, as well as the activities/services and grade levels associated with each objective, have been pre-populated from items in your EASIE application.

Directions: Provide program-specific information on target population(s), total number of students served during the reporting period, and an explanation of the activity/service provided during SY 2014-15. The comment box provides an opportunity to offer detailed information about specific project activities and services.

Instructions for completing Table 1:
    (1) **Objective:** Pre-populated from EASIE Application.

    (2) **Activity/Service:** Pre-populated from EASIE Application.

    (3) **Grade Levels Served:** Pre-populated from EASIE Application.

    (4) **Target Population:**
- Select the target population(s) served for each activity/service. Activities may serve single or multiple populations (*e.g*., Family Literacy Night using culturally-based reading materials for elementary children may serve Indian students, parents of Indian students, and teachers of Indian students).
- The target population choices are as follows: Indian students, parent of Indian students, teachers of Indian students, other (administrators), no target population (curriculum development), or N/A activity not implemented.
- If an activity does not have a target population (*e.g*., curriculum development), select "No target population."
- If an activity was not implemented, select "N/A: activity not implemented."

    (5) **Number Served:**
- For each activity, enter the total number of persons in each group who received services during the reporting period. Note: Only count each participant once, even if that person attended multiple activities or services for that objective.
- If the activity does not have a target population, leave all columns blank.
- If an activity was not implemented, leave all columns blank.

Explanation of Activity/Service: The comment box provides an opportunity to offer additional information about specific project activities and services. Programs should describe specific types of activities as well as the frequency of activities. (*e.g.*, Family Literacy Night was held quarterly for K-6 students, parents and teachers).

Section B: Project and Program Performance Data

Table 2: Project Results by Objective and Data Source

Table 2 provides information about your project objectives and data sources from the EASIE application.

Directions: Indicate whether you met each objective during the current reporting period. If the objective was not met, explain and provide steps for improvement.

Instructions for completing Table 2: Project Results by Objective and Data Source
   (1) **Objective:** Pre-populated from EASIE Application.
   (2) **Data Source:** Pre-populated from EASIE Application.
   (3) **Objective Results:** Indicate whether you met each objective during the current reporting period.
   (4) **Analysis of Objective Results:** If the objective was not met, explain why the objective was not met and any steps for improvement.

Table 3: Reading State Assessment Data

Table 3 provides the total number and percentage of all students and Indian students assessed in reading who score at or above proficient on state assessments in all grades covered by the state assessments.

Instructions for completing Table 3: Reading State Assessment Data
The reading state assessment data is pre-populated from information provided by ED*Facts*; however, you can edit assessment data by checking the box. If you edit the assessment information, provide an explanation in the comment box (*e.g.*, the assessment information was edited to reflect current test scores). The comment box also allows you to provide additional information about reading assessments (*e.g.*, our reading state assessment is being piloted this year and the scores establish baseline data).

Table 4: Mathematics State Assessment Data

Table 4 provides the total number and percentage of all students and Indian students assessed in mathematics who score at or above proficient on state assessments in all grades covered by the state assessments.

Instructions for Table 4: Mathematics State Assessment Data

The mathematics state assessment data is pre-populated from information provided by ED*Facts*; however, you can edit assessment data by checking the box. If you edit the assessment information, provide an explanation in the comment box (*e.g*., the assessment information was edited to reflect current test scores). The comment box also allows projects to provide additional information about mathematics assessments. (*e.g*., our mathematics state assessment is being piloted this year and the scores establish baseline data).

Table 5: Summary of State Assessment Data

Table 5 provides a summary of the number of Indian students and all students in grades 3-8 who score at or above proficient in reading and mathematics on state assessments. If you edit the State Assessment Data, the table will auto-calculate the changes.

Table 6: Attendance Data

Table 6 provides the average daily attendance data for this project. Enter the value as a whole number not a percentage

Instructions for Table 6: Attendance Data

Provide the average daily attendance for all Indian students and all students.

Definitions

(1) Average Daily Attendance (ADA) - The average number of all students in daily attendance computed according to state law or regulation, or if no state definition exists, the aggregate number of days of attendance by students divided by the number of days of enrollment of students during the reporting period.

(2) Average Daily Attendance of Indian Students - The average number of Indian students in daily attendance computed according to state law or regulation, or if no state definition exists, the aggregate number of days of attendance by students divided by the number of days of enrollment of students during the reporting period.

Table 7: Graduation Data

Table 7 provides the graduation data for this project.

Instructions for Table 7: Graduation Data

Provide graduation data for all Indian students and all students for this project. Graduation data is required if your project included high school students. Enter the value as a percentage to one decimal place (*e.g*., 57.4%). The graduation data is pre-populated from information provided by ED*Facts*; however, assessment data can be edited by grantees by checking the box.

Definitions
(1) Graduation Data for All Students - The percentage of students who graduated from high schools with a regular diploma. The calculation of the percentage rate is defined in the state's accountability plan in accordance with Title I, Section 200.19.

(2) Graduation Data for Indian Students - The percentage of Indian students who graduated from high schools with a regular diploma. The calculation of the percentage rate is defined in the state's accountability plan in accordance with Title I, Section 200.19.

Section C: Expenditure Report

Table 8: Expenditure Report

Table 8 provides information on project expenditures as recorded in G5, the Department of Education's accounting program.

Instructions for Table 8: Expenditure Data
The budget information for amount obligated, amount expended, funds remaining and percentage remaining is auto-calculated from G5. Grantees will provide an explanation if the funds remaining exceed 10% of the total.

If the program's expenditure records do not match the amount in G5, contact OIE for further instruction and select yes on question 3 in Section D: Additional Program Information and Certification, to request technical assistance

Section D: Technical Assistance and Certification

Section D helps OIE provide technical assistance to grant programs. The section also includes APR certification.

Instructions for Section D: Additional Program Information
Select yes or no for each question.

Certification: The authorized representative certifies the APR. The authorized representative must be authorized to legally bind the entry.

All of the information on this page will be prepopulated for the grantee from the application, except for Project Director and Authorized Representative. *If changes need to be made to any of the information located on this page, contact PSC.*

1. **Grantee Agency Name**
2. **Mailing Address**
3. **Grantee Identification:**
   a. PR #   S060A14XXXX
   b. DUNS #XXXXXXX
   c. NCES #XXXXXXXXX
4. **Reporting Period Information:** July 1, 2014 – June 30, 2015
5. **Application Duration: [**Single-Year Application or Multi-Year Application**]**
6. **Type of Grantee:** [LEA as a single applicant, LEA consortium leader, BIE–funded elementary and/or secondary school or Tribe applying in lieu of LEA(s)]
7. **Type of Application**: [Regular formula grant program, Title I School-wide Program or Integration of Services (Section 7116)]
8. **Consortium Partner Identification.**

NCES #	LEA Name	City	State
1.			
2.			
3.			

9. **Project Director Name and Title:**

Name:_____

Title:_____

Tel:_____ Fax: _____

E-mail: _____

10. **Authorized Representative of the Grantee:**

Name:_____

Title:_____

Tel:_____ Fax: _____

E-mail: _____

Only the yellow highlighted area will be completed by the grantee.

Section A: Participation Data by Objective and Activity/Service

Table 1. Grant Objective Participation Data

Information about your Indian Education Formula Grant project's objectives as well as the activities/services and grade levels associated with each objective have been pre-populated from items you selected on the EASIE application. Provide program specific information on target population, and total number served for each activity/service.

Total Indian Student Count from Part I of the EASIE Application: Pre-populated

The grantees will complete the yellow highlighted area

Table 1. Grant Objective Participation Data By Objective and Activity/Service

Objective 1: Pre-populated						
Activity/Service	**Grade Levels Served**	**Target Population (select all that apply)**	**Total # Served During the Reporting Period**			
			Students	Parents	Teachers	Other
Pre-populated	Pre-populated	☐ Indian students ☐ Parents of Indian students ☐ Teachers of Indian students ☐ Other (e.g., administrators) ☐ No target population (e.g., curriculum development) ☐ N/A: activity not implemented				
Objective 2: Pre-populated						
Pre-populated	Pre-populated	☐ Indian students ☐ Parents of Indian students ☐ Teachers of Indian students ☐ Other (e.g., administrators) ☐ No target population (e.g., curriculum development) ☐ N/A: activity not implemented				

Note: The APR will be pre-populated with all objectives the grantee selected in the EASIE application.

The comment box provides an opportunity to offer additional information about specific project activities and services.

Comments:

Enter narrative response here... (Please limit to 2,000 characters):

Section B: Project and Program Performance Data

Table 2. Project Results

Table 2 will be pre-populated from the project objectives and data sources selected on your EASIE application. Indicate whether you met each objective during the current reporting period according to your selected data source. If the objective was not met, explain and provide steps for improvement.

The yellow highlighted area will be completed by the grantee.

Objective	Data Source	Objective Results	Analysis of Objective Results
Objective 1: Pre-populated	Pre-populated	☐ Yes, objective met ☐ No, objective not met	
Objective 2: Pre-populated	Pre-populated	☐ Yes, objective met ☐ No, objective not met	

Note: The APR will be pre-populated with __all__ objectives and data sources the grantee selected in the EASIE application.

Table 3. State Reading Assessment Data

Table 3 provides the number of Indian students and all students in grades 3-8 and high school in this LEA who scored proficient or above in reading on state assessments which is pre-populated from ED*Facts*. Check the box to edit the state assessments for reading and input program specific data.

State Assessment Data for Content Area: Reading
Indian Student State Assessment Data

ED*Facts*/LEA Data			
Grade Level	Total # of Indian Students Assessed	# of Indian Students Proficient or Above	% of Indian Students Proficient or Above
PK			
1	Pre-Populated with the option to edit data.		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Totals			

☐ Check box to edit state reading assessment data for American Indian Students.

The comment box provides an opportunity to offer additional information about reading assessment data.

Comments on reading assessment data: | The grantee may complete the yellow highlighted area.

State Assessment Data for Content Area: Reading
All Student State Assessment Data

	EDFacts/LEA Data		
Grade Level	Total # of All Students Assessed	# of All Students Proficient or Above	% of All Students Proficient or Above
PK			
1	Pre-Populated with the option to edit data.		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Totals			

☐ Check box to edit state reading assessment data for All Students.

Table 4. State Mathematics Assessment Data

Table 4 provides the number of Indian students and all students in grades 3-8 in this LEA who scored proficient or above in mathematics on state assessments, pre-populated from ED*Facts*. Check the box to to edit the state assessments for mathematics.

State Assessment Data for Content Area: Mathematics
Indian Student State Assessment Data

Grade Level	Total # of Indian Students Assessed	# of Indian Students Proficient or Above	% of Indian Students Proficient or Above
ED*Facts* /LEA Data		
PK			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Totals			

Pre-Populated with the option to edit data.

☐

Check box to edit state mathematics assessment data for Indian Students.

State Assessment Data for Content Area: Mathematics
All Student State Assessment Data

Grade Level	Total # of Students Assessed	# of Students Proficient or Above	% of Students Proficient or Above
ED*Facts* Data		
PK			
1			
2			
3			
4			
5			
6			

Pre-Populated with the option to edit data.

7			
8			
9			
10			
11			
12			
Totals			

☐ Check box to edit state mathematics assessment data for All Students.

The comment box provides an opportunity to offer additional information about mathematics assessment data.

The grantee may complete the yellow highlighted area

Comments on mathematics assessment data:

Enter narrative response here… (Please limit to 500 characters):

Table 5. Summary of State Assessment Data

Table 5 provides a summary of state assessment data.

	Reading	Mathematics
	% Scoring Proficient or Above	% Scoring Proficient or Above
Indian Students		
All Students		Information taken from totals chart.
Difference	**Auto Calculated**	**Auto Calculated**

Check box to edit state mathematics assessment data for Indian Students.

The grantee must complete the yellow highlighted area.

Table 6. Attendance Data

Table 6 provides the attendance data for Indian students and All students in this LEA.

LEA Data	
Average Daily Attendance for Indian Students	Average Daily Attendance for All Students

Table 7. Graduation Data

Table 7 provides graduation rate for Indian students and all students in this LEA.

EDFacts Data	
Graduation Rate for Indian Students	Graduation Rate for All Students
Pre-Populated with the option to edit data.	Pre-populated with the option to edit data.

☐ Check box to edit graduation data for All Students and Indian Students.

Section C. Expenditure Data

Instructions for Table 8 Expenditure Data

Table 8 will be automatically completed based upon information in G5.

Table 8 Expenditure Report

Amount Obligated	**Pre-Populated**
Amount Expended	**Pre-Populated**
Funds Remaining	**Auto Calculated**
Percentage Remaining	**Auto Calculated**

> The grantee will complete the yellow highlighted area.

Provide an explanation if the funds remaining exceed 10% of total.

Enter narrative response here…(Please limit to 1,000 characters):

Instructions for Section D. Additional Program Information and Certification

The questions in section D will assist OIE in providing information to LEAs to complete administrative functions.

Technical Assistance Questions. Select yes or no for each question.

☐ Yes ☐ No 1. Key grant personnel has changed from SY 2014-15. (program director or certifying official).

☐ Yes ☐ No 2. Request late liquidation.

☐ Yes ☐ No 3. Request technical assistance.

☐ Yes ☐ No 4. The grant has $100 or more remaining in grant funds.
Send close out notice to this email address: _____.

Certification.

- ☐ To the best of my knowledge and belief, as the authorized representative of this entity, all data in this performance report are true and correct. I understand that any false statement provided herein that I have made is subject to penalties under The False Claims Act, 18 U.S.C. 1001.

- ☐ The report fully discloses all known weaknesses concerning the accuracy, reliability and completeness of the data.

Signature of Authorized Representative:

_____ Date: _____