



**Title VI Language Resource Centers
Fiscal Year 2018-2021
Program Administration Manual**



**INTERNATIONAL AND
FOREIGN LANGUAGE
EDUCATION**

TABLE OF CONTENTS

INTRODUCTION.....	3
GLOSSARY OF SELECTED GRANT TERMS.....	4
ROLES AND RESPONSIBILITIES	10
LRC GRANT ADMINISTRATION.....	13
ALLOWABLE ACTIVITIES	14
LRC BUDGETS	15
DRAWDOWNS.....	16
CARRYOVER.....	17
TIME EXTENSION (NO COST EXTENSION)	17
TRAVEL	19
FLY AMERICA AND OPEN SKIES ACT.....	22
GRANT SCHEDULE	25
LRC REPORTING IN THE IRIS SYSTEM	27
THE SITE VISIT	32
LEGISLATION AND REGULATION RESOURCES.....	33

INTRODUCTION

PURPOSE OF THE DOCUMENT

The International and Foreign Language Education (IFLE) office administers 10 discretionary grant programs authorized under the Fulbright-Hays Act of 1961 and Title VI of the Higher Education Act (HEA) of 1965, as amended.

This Program Administration Manual (PAM) for the Language Resource Centers (LRC) program was developed to ensure successful project administration and fiscal accountability throughout the duration of the grant. Program officers and grantees share the responsibility of maintaining compliance, and we hope this manual proves useful in the process.

The Fiscal Year (FY) 2018–2021 PAM provides information on reporting requirements and schedules, Title VI program statutes, LRC program regulations, and many other topics. While we could not address every possible issue in this manual, we made a concerted effort to include responses to the most frequently asked questions that will be helpful to experienced and new grantees alike.

IFLE’s Advanced Training and Research Division (ATRD) administers LRC grants. Please feel free to contact the LRC program officer with questions, comments and concerns or to seek additional information about the administration of your LRC grant.

CONTACTS

Staff	Position	Email	Phone
Cheryl Gibbs	Senior Director of IFLE	cheryl.gibbs@ed.gov	202-453-5690
Sarah Beaton	ATRD Director	sarah.beaton@ed.gov	202-453-7221
Carolyn Collins	LRC Program Officer	carolyn.collins@ed.gov	202-453-7854
Mone’t Peterson-Cox	Program Administration Assistant	monet.peterson-cox@ed.gov	202-453-6018

GLOSSARY OF SELECTED GRANT TERMS

A list of commonly used terms and acronyms in the administration of discretionary grants, including grants under the Language Resource Centers Program, is below.

- **Administrative action:** A post-award administrative request by a grantee to modify the terms and conditions of the original grant. An administrative action can be monetary or non-monetary and could require prior approval from the U.S. Department of Education (“the Department”).
- **Administrative regulations:** Regulations that implement 1) guidance in 2 Code of Federal Regulations (CFR) Part 200 of the OMB “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” which apply to the administration of all federal grants and cooperative agreements; 2) presidential executive orders (if regulation is necessary); 3) legislation affecting all applicants for or recipients of federal grants and cooperative agreements; and 4) the Department’s specific requirements for the award and management of grants.
- **Allowable costs:** Expenditures under a grant project that are specifically permitted (or not specifically prohibited) by law, regulation, or guidance. Allowable cost requirements for Department of Education grants can be found in 2 CFR, federal accounting standards, and other authoritative sources.
- **Appropriations legislation:** A law passed by Congress to provide a certain level of funding.
- **Assurances:** Requirements in federal laws, regulations, and executive orders that applicants/recipients agree to observe as a condition of receiving federal assistance.
- **Audit finding:** A conclusion about a monetary or non-monetary matter related to an auditor’s examination of a grantee’s organization, program, activity, or function. Audit findings identify problems with an organization’s grant expenditures and/or compliance with other grant requirements and provide recommendations for corrective action in order to prevent their recurrence.
- **Authorizing legislation:** A law passed by Congress that establishes or continues, in the case of reauthorization, an activity such as a grant program.
- **Budget period:** An interval of time into which a project period is divided for budgetary purposes, usually 12 months.

- **Budget revision:** A modification to a grantee’s budget. A grantee is allowed to revise its budget by moving funds from one budget category to another without obtaining prior approval, provided that the reallocated amount does not exceed 10% of the total direct costs of the grant.
- **Carry-over:** Unexpended funds from one budget period used in a subsequent budget period. Funds in a grantee’s G5 account are disbursed on a “first-in/first-out” basis; therefore, carry-over funds from year one of the project period are unlikely to be available for use in year three.
- **CFDA number:** The identifying number for a federal financial assistance program. Each CFDA number has a two-digit prefix to identify the federal agency that administers the program (84 is the prefix for the Department), followed by a three-digit code unique to the authorized program (e.g., 84.229A Language Resource Centers Program).
- **Closeout:** Closeout means the process by which the federal awarding agency determines that the grantee has completed all grant activities supported by the federal award and has satisfied all applicable terms and conditions. The grantee is required to submit all financial, performance, and other reports as required by the terms and conditions of the grant no later than 90 calendar days after the end date of the performance period.
- **Continuation award (non-competing):** A grant made to a recipient following the first budget period of a multi-year project, which extends the funding for another budget period within the approved project period, contingent upon the grantee’s submission of required reports, substantial progress, and a determination that continuation funding is in the best interest of the Federal government.
- **Direct costs:** Costs in a grant project that are identified specifically as part of a particular activity or cost objective. Examples of direct costs include compensation of employees for time devoted to the performance of grant activities; cost of materials acquired, consumed, or expended specifically for the purpose of the grant; and travel expenses incurred specifically to carry out the activities of the project.
- **ED:** The acronym for the U.S. Department of Education (not DOE).
- **Education Department General Administrative Regulations (EDGAR):** Administrative regulations governing the Department’s grant and cooperative agreement programs found in Title 34 of the CFR.
- **Excessive drawdown:** An excessive drawdown occurs when a grantee makes a drawdown in excess of its immediate cash needs. The Department’s Office of the Chief Financial Officer and IFLE program officers monitor grantee accounts in G5 to determine

instances of excessive drawdowns using the following thresholds:

- First quarter: more than 50 percent of the funds for the budget period have been drawn down by the end of this quarter;
 - Second quarter: more than 80 percent of the funds for the budget period have been drawn down by the end of this quarter;
 - Third quarter: 100 percent of the funds for the budget period have been drawn down by the end of this quarter. The program officer will contact the grantee immediately after the excessive drawdown is identified to inquire about the excessive drawdown and will allow the grantee fourteen days to resolve the issue. The program officer will notate the resolution of the excessive drawdown in G5 and will include all documentation in the grant official file.
- If a grantee's account is flagged for an excessive drawdown, your program officer will contact you to request a written explanation as to why the excessive drawdown occurred and how the issues that caused it to have been resolved.
 - **Federal Financial Report (SF-425):** A standard form that grantees use to report on their grant's financial progress. Usually required at the end of the project period along with a final performance report.
 - **Funding priorities:** Priorities are used to focus a grant competition on areas of current concern or emphases. Priorities may be specific activities that applicants are asked to include in an application or certain conditions that must exist for applicants to be eligible. There are Absolute Priorities, which applicants must address in order to be considered for funding; Competitive Preference Priorities, which applicants have the option of choosing whether or not to address and for which they might receive additional points or preference; and Invitational Priorities, which applicants are encouraged but not required to address. Invitational priorities do not have any point values. Applications that include activities that respond to invitational priorities, therefore, do not receive a competitive or absolute preference.
 - **Government Performance and Results Act (GPRA) of 1993:** GPRA is a public law that was passed by Congress in 1993, revised by the Government Performance and Results Modernization Act of 2010 (GPRA) was enacted to improve stewardship in the Federal Government and to link resources and management decisions with program performance. GPRA requires that all federal departments (not grantees) do the following:
 - develop a strategic plan specifying what they will accomplish over a 3- to 5-year period;
 - set performance targets related to their strategic plan on an annual basis;
 - report annually the degree to which the targets set in the previous year were met;

- conduct regular evaluations of their programs and use the results to explain their successes and failures based on the performance monitoring.
- **Grant Award Notification (GAN):** The official document signed by a license holder stating the amount and conditions of an award for a discretionary grant or cooperative agreement (EDGAR § 75.235).
- **Grantee:** A non-Federal entity, e.g., institution of higher education, individual, or organization that has been awarded financial assistance under an agency's grant program in the form of a grant or cooperative agreement.
- **Indirect costs:** Costs an organization incurs for common or joint objectives that cannot be readily and specifically identified as part of a specific grant project or other institutional activity.
- **Indirect cost rate:** A percentage established by a federal agency for a grantee organization, which the grantee uses to compute the amount of grant funding (in dollars) that it uses to reimburse itself for the indirect costs of a grant project.
- **Indirect cost rate agreement:** A formalized written and signed agreement between a recipient and the cognizant federal agency that specifies the treatment of indirect costs. The agreement includes the approved rate(s), applicable fiscal year, and specific treatment of certain items. The rates and cost treatment laid out in the agreement are accepted and used by all federal agencies unless prohibited or limited by statute. Indirect cost reimbursement is limited to the grantee's actual indirect costs, as determined in its indirect cost rate agreement, or eight percent of a modified total direct cost base, whichever amount is less (EDGAR 75.562(c)(3)-(4)).
- **Indirect cost type:** The program indirect cost type identifies the type of indirect cost permitted under the program (Restricted, Unrestricted, or Training).
- **International Resource Information System (IRIS):** The web-based database and reporting system specifically designed for the International and Foreign Language Education (IFLE) office Fulbright-Hays and Title VI discretionary grant programs. IRIS is a password-protected reporting system that captures and reports annual and final performance reports from IFLE grantees. IRIS also contains publicly accessible current and historical information about the ten programs administered by IFLE. IRIS may be accessed at: <https://iris.ed.gov/>
- **Monitoring:** Monitoring is the regular and systematic assessment of 1) how well a grant is being implemented and achieving outcomes, 2) the degree to which it is meeting established measures, and 3) whether it is complying with statutory requirements, program regulations, policies and fiscal requirements.

- **Monitoring and Technical Assistance Plan:** A plan that provides standards and serves as a guide for monitoring and for providing technical assistance for each grant program. The plans are maintained within the IFLE office.
- **Office of Management and Budget (OMB):** A branch of the Executive Office of the President. OMB oversees and coordinates the administration’s procurement, financial management, information collection, and regulatory policies, including grant policies and procedures.
- **OMB circulars:** Administrative policy documents issued by OMB that provide guidance on grant administration. Many OMB circulars were revised in 2014 and codified in Title 2, Part 200 of the Code of Federal Regulations. (“Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”).
- **Performance measure:** A quantitative indicator, statistic, or metric used to gauge program or project performance and used as a unit for measuring outcomes.
- **Performance report:** A report of the specific activities conducted by the grantee during the budget or project period.
- **Performance target:** A level of performance that a grantee seeks to meet during a project or as a result of a project.
- **Program regulations:** Regulations that implement legislation authorizing a specific grant program. Program regulations generally include applicant and participant eligibility criteria, allowable activities, and program selection criteria.
- **Project period (also referred to as the performance period):** The total amount of time for which the Department will fund a grant project and authorize a grantee to conduct the approved work of the project as described in the application. When the Department awards a multi-year grant, it usually obligates funds for the first budget period, and explains that funds for the subsequent budget periods are contingent upon certain conditions such as available funds and the grantee’s progress towards meeting the project’s objectives.
- **PR/Award number:** The identifying number for a discretionary grant. It includes the program identifier, the fiscal year for the competition, and the number assigned to the project, e.g., P229A180111, means a Language Resource Centers Program grant awarded in fiscal year 18, grant number 0111.
- **Revised Budget:** The selected applicant’s budget plan that incorporates any budgetary changes and/or cost items that have been reduced or deleted during the Department’s budget review and negotiation before the initial Grant Award Notification is issued.

- **Substantial progress:** A level of accomplishment that a grantee must make during a budget period in order to be considered for continuation funding. The annual performance reports should reflect evidence that the grantees' activities are consistent with the plans and objectives to which the Department and the grantee have agreed.
- **Supplies:** All tangible personal property with a unit acquisition cost less than \$5000, regardless of the length of its useful life.
- **Time extensions (no-cost extensions):** Time extensions occur at the end of the 48-month project period. It allows the grantee additional time beyond the approved project end date (i.e., beyond August 14, 2022) to complete the approved project activities. A grantee may use grant funds during the time extension for activities that could not be conducted by the project end date. Time extension funds must not be used to conduct entirely new activities.
- **Uniform Administrative Regulations:** Regulations and requirements codified at 2 CFR, Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Also referred to as "Uniform Guidance," it includes the regulations formerly covered by the Education Department General Administrative Regulations, parts 74 and 80, and supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, A-122, A-89, A-102, and A-133, and the guidance in Circular A-50 on Single Audit follow-up.

ROLES AND RESPONSIBILITIES

IFLE PROGRAM OFFICER RESPONSIBILITIES

The primary role of IFLE program officers is to monitor project implementation and provide technical assistance to grantees regarding programmatic and fiscal management to help ensure that project goals and objectives are met successfully. IFLE responsibilities include: reviewing and approving performance reports; external evaluation reports; monitoring projects to assess compliance; responding to questions and providing guidance regarding grant management; and responding to requests such as travel approvals and administrative actions like project director changes. External outreach and project monitoring are achieved primarily through the day-to-day communication with grantees throughout the project period, and as resources allow, through virtual and on-campus site visits that provide the opportunity to interact with faculty, administrators, staff, and students, to gain insight into the impact of the funded activities.

GRANTEE RESPONSIBILITIES

The institution (grantee) is the legal entity accountable to the Federal Government for the use of the funds awarded. The grantee must comply with the applicable legislation and regulations for the program and must make expenditures in accordance with the program's allowable costs and the approved application. The grantee must directly supervise the administration of the project and use fiscal control and accounting procedures that ensure accountability of federal funds.

Format for Citing Support

You must cite International and Foreign Language Education (IFLE) as your funding source in all project-related publications, websites, and press releases. The term "project materials" means a copyrightable work developed with funds from a grant issued by the Department. (34 CFR §75.622)

The following is the required citation (EDGAR CFR 75.620) for any digital or print publication that contains IFLE project materials:

The contents of this (insert type of publication, such as book report, film) were developed under grant # from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.

PROJECT DIRECTOR (PD) RESPONSIBILITIES

The following responsibilities apply when managing and administering the grant(s):

- perform the scope of work described in the approved application scope and the approved negotiated budget;
- exercise proper stewardship of federal funds;
- comply with all legislative and regulatory requirements;
- submit performance reports that demonstrate and/or measure progress toward achievement of project goals.

The PD is responsible for communicating with the IFLE program officer to submit requests to:

- transfer funds among direct cost categories for grants in which the federal share of the project exceeds \$100,000 and the cumulative amount of transfers exceeds or is expected to exceed 10 percent of the total budget as last approved (transferred funds may not be used for purposes other than those consistent with the original intent of the project);
- change the scope or the objective(s) of the project;
- contract out any of the project activities described in the application;
- change the project director or authorized representative/certifying official as listed in the application, SF 424, or the grant award document (GAN).

Note: The grantee must notify the program officer in writing if the project director/principal investigator is going to be absent for a period of more than three months.

PERSONNEL RESPONSIBILITIES

The Associate Director/Coordinator is responsible for implementing LRC projects and activities. Employees that work on multiple grants must maintain time and effort records that document the allocation of employee salaries among each project.

CONSORTIA

The activities conducted by all institutions in a consortium are equally important to the overall project and they complement the training, research, and outreach activities of each member institution. The extent to which activities are well-coordinated and communication occurs between/among the institutions determines the overall success and effectiveness of the consortium.

In a consortium project, the Project Director at the lead institution (the institution that receives the Grant Award Notification) is responsible for ensuring that all consortium partners conduct their respective activities in compliance with the approved plan; use grant funds in accordance

with the negotiated revised budget; and, submit performance report data and narratives on time and in a complete manner. The grantee, as the direct and primary recipient of IFLE grant funds, is accountable to IFLE for the performance of the project, the appropriate expenditure of grant funds by all parties, applicable reporting requirements, and all other obligations of the grantee. In sum, the lead institution is accountable for all partner institutions with regards to reporting, activities, and outcomes of the grant.

SUBAWARDS

Grantees can establish a subaward, or consortium agreement, with any outside organization that performs any of their grant-supported research activities. For example, allocating a sum of money from an LRC to an NRC to create instructional materials constitutes a subaward. However, providing a faculty professional development stipend to a faculty member at a partner institution (e.g.; partner Minority-Serving Institution or community college) is not a subaward.

Each subaward must have a formal written agreement for meeting the administrative, financial, and reporting requirements of a grant. IFLE holds grantees accountable for their subawardees' research, spending, and reporting actions, which must conform to all terms and conditions of a grant award. Subawardees cannot use funds from the grantee to form their own subaward agreements with other organizations—no third party or third tier subawards are allowed. Project Director's must approve subawardee actions that are consistent with the terms and conditions of the grant only.

LRC GRANT ADMINISTRATION

GRANT PURPOSE

The Language Resource Centers Program makes awards for the purpose of establishing, strengthening, and operating centers that serve as resources for improving the nation's capacity for teaching and learning foreign languages effectively.

GRANT PRIORITIES

The FY 2018-2021 LRC competition featured two competitive preference priorities. If your center proposed to implement the competitive preference priorities in its application, you must carry out those proposed activities.

When revising budgets, activities for which grantees received competitive preference priority points should not be eliminated.

Grantees will report on their progress implementing the competitive preference priorities in their IRIS reports.

Competitive Preference Priority 1:

Activities with a significant focus on the teaching and learning of any modern foreign languages except French, German, and Spanish.

Competitive Preference Priority 2:

Applications that propose significant and sustained collaborative activities with one or more Minority-Serving Institutions (MSIs) and/or with one or more community colleges.

These activities must be designed to incorporate foreign languages into the curriculum at the MSI(s) or community college(s), and to improve foreign language instruction at the MSI(s) or community college(s).

If an applicant institution is an MSI or a community college (as defined in this notice), that institution can meet the intent of this priority by proposing intra-campus collaborative activities instead of, or in addition to, collaborative activities with other MSIs and/or community colleges.

For the purpose of the FY 2018-2021 competitive preference priority 2:

- **Community college** means an institution that meets the definition in section 312(f) of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent) or master's, professional, or other advanced degrees.
- **Minority-Serving Institution (MSI)** means an institution that is eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the HEA.

The institutions designated eligible under title III and title V may be viewed at:

<http://www2.ed.gov/about/offices/list/ope/itudes/eligibility.html>

ALLOWABLE ACTIVITIES

LRC program allowable activities are listed in §669.3 of the program regulations. LRCs funded under this part must carry out activities to improve the teaching and learning of foreign languages. All LRC budgets relate to these activities, in addition to the activities that address the pertinent competitive preference priorities; they must include effective dissemination efforts, whenever appropriate, and may include—

- The conduct and dissemination of research on new and improved methods for teaching foreign languages, including the use of advanced educational technology;
- The development and dissemination of new materials for teaching foreign languages, to reflect the results of research on effective teaching strategies;
- The development, application, and dissemination of performance testing that is appropriate for use in an educational setting to be used as a standard and comparable measurement of skill levels in foreign languages;
- The training of teachers in the administration and interpretation of foreign language performance tests, the use of effective teaching strategies, and the use of new technologies;
- A significant focus on the teaching and learning needs of the less commonly taught languages, including an assessment of the strategic needs of the United States, the determination of ways to meet those needs nationally, and the publication and dissemination of instructional materials in the less commonly taught languages;
- The development and dissemination of materials designed to serve as a resource for foreign language teachers at the elementary and secondary school levels; and
- The operation of intensive summer language institutes to train advanced foreign language students, to provide professional development, and to improve language

instruction through pre-service and in-service language training for teachers.

LRC BUDGETS

To conduct the allowable activities described above, LRC budgets typically include the following ED 524 form categories:

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Contractual
- Other
- Indirect Costs
- Total Direct Costs

The revised budget (see Glossary) that grantees submit, and that the ED program officer approves, for the FY 2018-2021 grant cycle represents the spending plan for implementing the LRC project activities.

Budget Adjustments

Grantees are allowed to make adjustments to their budgets without prior approval, as long as the revisions do not materially alter the overall budget and scope of project activities. LRCs receive FY 2018-2021 grant awards through a competitive peer review process for a specific set of activities that they propose to conduct. Budget revisions, therefore, must not significantly alter the scope of those activities and expectations.

For grants of \$100,000 or more, grantees are allowed to transfer funds between line items provided that the cumulative amount of the transferred amount does not exceed 10% of the total budget. For example, if the total budget is \$220,000, the cumulative total amount transferred must not exceed \$22,000.

If the amount transferred exceeds 10% (or once 10% is reached cumulatively), the grantee must obtain prior written approval from the IFLE program officer. The Project Director is required to submit a brief written justification to the IFLE program officer explaining why the budget transfer is needed to conduct the project activities and why these funds were not included in the original budget. The justification must describe how the transfer is allowable, allocable, and reasonable to meet the objectives of the approved plan, and that it does not materially alter the overall scope.

EDGAR allows the program officer 30 days to act (e.g., approve, disapprove, or request more information). Although a 30-day timeframe is allowed, program officers usually review requests within the week the request is received or soon thereafter.

DRAWDOWNS

Grantees must follow the federal requirements, found in 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements,” regarding cash drawdowns. The standards for financial management systems that grantees are required to follow are established in 2 CFR § 200.302.

For cash drawn from the Department of Education grant account, the LRC must:

- draw down only as much cash as is necessary to meet the immediate needs of the grant project;
- keep to a minimum the time between drawing down the funds and disbursing payment for grant activities; and
- return/reimburse the Government for all interest earned on grant funds deposited in interest-bearing bank accounts.

Grantees are advised to:

- take into account the need to coordinate the timing of drawdowns with prior internal clearances (e.g., by boards, directors, or other officials) when projecting immediate cash needs so that funds drawn down from ED do not stay in a bank account for extended periods of time while waiting for approval;
- continuously monitor the fiscal activity (drawdowns and payments) of the grant award;
- plan carefully for cash flow during the budget period and review project cash requirements before each drawdown; and
- pay for project activities as soon as it is practical to do so after receiving cash from the Department.

Drawdown Monitoring

Every evening, G5 will compare drawdown activity against preset drawdown thresholds and will identify grants that appear to have atypical drawdown patterns (i.e., excessive or insufficient drawdowns). Additionally, G5 will identify route payment, reimbursement, and stop payment flags.

For the purposes of monitoring, the Department will contact grantees who have drawn down:

- 50% or more of the grant in the first quarter;
- 80% or more in the second quarter; and/or
- 100% in the third quarter of the budget period.

However, amounts less than these thresholds could still represent excessive drawdowns for particular grant activities in any quarter. Grantees that are identified to have drawn down excessive cash will be required to return excess funds to the Department, along with any

associated earned interest, until the money is needed to pay for grant activities.

If you need assistance with returning funds and interest, please contact the Department's G5 Hotline by calling 1-888-336-8930.

Grantees that do not follow federal cash management requirements and/or consistently appear on the Department's reports of excessive drawdowns could be:

- subject to specific award conditions or designated as "high-risk" grantees [2 CFR Part 200.207 and 2 CFR 3474.10], which could mean being placed on a "cash-reimbursement" payment method (i.e., a grantee have to pay for grant activities with its own money and then wait for reimbursement by the Department afterward);
- subject to further corrective action;
- denied selection for funding on future Department of Education grant applications [EDGAR 75.217(d)(3)(ii)]; and/or
- debarred or suspended from receiving future Federal awards from any executive agency of the Federal government.

All LRC project directors, staff, and authorized representatives are urged to read 2 CFR Part 200.305 to learn more about federal requirements related to grant payments and to determine how to apply these requirements to any sub-grantees. LRCs are encouraged to make copies of this memorandum and share it with all affected individuals within the organization.

CARRYOVER

Title 2 CFR of the OMB "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" waives the prior approval procedures for carryover. Grantees are permitted to carry forward unobligated balances to subsequent funding periods without obtaining prior approval from ED. It is still a good idea to discuss your carryover amount with your IFLE program officer. Grantees are required to report on carryover in the IRIS annual report.

TIME EXTENSION (NO COST EXTENSION)

Title 2 CFR of the OMB "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" allows grantees to initiate a one-time extension of up to 12 months after the award's original expiration date. For one-time extensions, the grantee must submit a written request—including supporting reasons and proposed new expiration date—to the program officer at least 10 days before the original expiration date specified on the award. A one-time extension may not be exercised merely for the purpose of using unobligated balances.

The time extension request must include the following:

- PR/Award number of the grant being extended;
- description of activities to be conducted during the time extension;
- explanation for why the activities could not be completed during the original performance period;
- amount of funds to be used during the time extension; and
- proposed end date for the grant.

The 10-day prior notification is required to review the grantee's request and supporting explanations in order to change the project end date in the G5 system and issue a revised Grant Award Notification with the updated project end date.

The no-cost extension request may be submitted online in the IRIS system.

TRAVEL

The Uniform Guidance defines “travel costs” as the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business.

ALLOWABLE EXPENSES FOR TRAVEL

Federal funds can be used to pay for airfare, hotels, meals, and incidentals for travel related to approved LRC activities and faculty professional development. The purposes of travel may include library acquisitions, establishing study abroad programs and other institutional linkages, course development research, and presentations at conferences that are directly related to the faculty member’s research and/or area of expertise. LRC funds can cover the travel expenses of persons other than the institution’s faculty and staff as long as the travel is directly related to an LRC budget activity and the scope of the grant. LRC funds cannot be used to support student travel.

DOMESTIC TRAVEL

Domestic travel within the scope of approved LRC activities does not require approval by the IFLE program officer. However, travel expenses for hotels, meals, and incidentals in the continental United States must comply with the per diem rates set by the institution or the General Services Administration (GSA). Travel expenses in Alaska, Hawaii, and U.S. territories must comply with the per diem rates set by the institution or the Department of Defense. The pre-tax hotel rate must be equal to or less than the GSA rate, and the allowance for meals and incidentals cannot exceed the GSA rate. Any expenses in excess of the GSA rates or the institution’s schedule must be paid for by other sources.

Domestic Travel Per Diem Rates

Contiguous United States:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Alaska, Hawaii, and U.S. Territories:

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

INTERNATIONAL TRAVEL

All international travel expenses (either departing from or coming to the U.S.) covered with federal funds must be pre-approved by your IFLE program officer. Travel expenses include airfare, hotels, meals, and incidentals.

IFLE does not approve retroactive travel. Flights covered by federal funds must comply with the Fly America Act or one of the Open Skies Agreements (see page 22). Even if federal funds are only paying for the international hotel, the request must be pre-approved. Rates for hotels, meals, and incidentals cannot exceed the foreign per diem rate set by the Department of State. Expenses in excess of the Department of State rates must be paid for by other sources.

International Travel Per Diem Rates

https://aoprals.state.gov/web920/per_diem.asp

CAR TRAVEL

If the travel occurs by car, the reimbursement should not exceed the [privately owned vehicle rate established by GSA](#).

TRAVEL AFTER THE END OF THE GRANT PERIOD

According to EDGAR §75.707, funds required for travel are obligated at the time when travel is taken, not at the time that the airfare is purchased. As a result, the return date for travel cannot be after the close of the 4-year duration of the grant. A return date after the close of the grant is allowable only if a no-cost extension has been granted.

TRAVEL APPROVAL REQUESTS

Requests to spend federal funds on international travel must be submitted in IRIS **at least 30 days before the date of travel**. This gives the program office enough time to review the travel, consult with U.S. embassies (if necessary), address travel warnings and/or security concerns, and work with the grantee to make any necessary revisions.

IFLE does not do retroactive approvals, so grantees should not purchase tickets before receiving approval. In the meantime, travelers may make tentative, non-binding reservations in order to secure a price quote.

A complete Travel Approval Request includes:

- An explanation of the purpose of the travel. This paragraph should explain how the travel relates to approved LRC activities.
- A certification from the grantee that the travel is compliant with the Fly America Act or an Open Skies Agreement. Grantees are responsible for verifying that travel is compliant, and the TAR submitter must check the Fly America Act/Open Skies certification box on the Travel Approval Request screen in IRIS.
- An itemization of travel expenses. Under “explanation of expenditures,” the grantee should break out the various costs of the trip (airfare, hotel, meals and incidentals, etc.)

so that the IFLE program office may verify per diem rates and allowability of other expenses. For example:

Airfare = \$1390 roundtrip

2 nights hotel in Beijing x \$236/night = \$472

2 days meals & incidentals in Beijing x \$110/day = \$220

TOTAL = \$2082

If the flight qualifies under an Open Skies Agreement, or if it meets an exception to the Fly America Act, the submitter should include an explanation in the comments section of how the flight meets the exception.

FLY AMERICA AND OPEN SKIES ACT

The Fly America Act (49 U.S.C. 40118) generally provides that foreign air travel funded by federal government money may only be conducted on U.S. flag air carriers. Airline tickets for grantees traveling on federal funds must be ticketed with a U.S. flag carrier code.

We understand that U.S. flag carriers are not always available to the final destination; however, a U.S. flag carrier must be used to the furthest destination possible. Additionally, a grantee must fly on a U.S. airline even if a foreign airline would be less expensive, provide preferred routing, or be more convenient. There are exceptions to the Act, through which federal funding may be used for flights on non-U.S. air carriers (see below).

If grantees choose to use non-federal funds to pay for an international flight, they do not need to comply with Fly America/Open Skies.

CODE SHARING AND THE FLY AMERICA ACT

“Code sharing” is when a ticket is issued by one airline but operated by another. When a U.S. flag carrier leases seats on a foreign carrier and the ticketing code is from the U.S. airline, it meets the Fly America Act requirements. For example, on a flight from San Francisco, CA to Hong Kong:

- American Airlines flight 6117 (ticketed as AA6117), operated by Cathay Pacific Airways, is considered a U.S. carrier.
- Cathay Pacific Airways flight 873 (ticketed as CX873) is not considered a U.S. carrier even though it is the same flight as listed above.

EXCEPTIONS TO THE FLY AMERICA ACT

The Federal Travel Regulation allows for limited exceptions to the Fly America Act. Use of a non-U.S. airline is permissible when:

1. The transportation is provided under a bilateral or multilateral air transportation agreement, such as the Open Skies Agreement (see next section).
2. The use of a foreign air carrier is determined to be a matter of necessity—mission, non-availability of flight, medical, safety/terrorist threats, non-availability of authorized class of service.
3. There is no U.S. flag carrier service on a particular leg of the route. Under this exception, a U.S. carrier must be used as far as possible, and a foreign carrier is only allowed from the nearest interchange point.
4. A U.S. flag carrier involuntarily reroutes travel on a foreign carrier.
5. Short-distance travel on a foreign carrier is allowed when the travel on the foreign

carrier would be less than 3 hours, and the equivalent travel on a U.S. carrier would at least double travel time.

6. If a U.S. flag carrier offers nonstop service from origin to destination, the grantee must fly the U.S. carrier unless such use would extend travel time (including delay at origin) by 24 hours or more.
7. If a U.S. flag carrier does not offer non-stop service (i.e., there are layovers) between origin and destination, the traveler must use a U.S. flag carrier on every portion of the route where it provides service unless, when compared to a foreign carrier, such use would:
 - a) Increase the number of aircraft changes a traveler must make outside of the U.S. by 2 or more; or
 - b) Extend travel time by at least 6 hours or more; or
 - c) Require a connecting time of 4 hours or more at an overseas interchange point.

OPEN SKIES AGREEMENTS

A foreign flag air carrier may be used for travel paid by U.S. federal funds if the transportation is provided under a commercial air transportation agreement between the U.S. and a foreign government. The U.S. Department of Transportation has determined that certain agreements meet the requirements for commercial air travel paid for by federal funds (U.S. government procured transportation); these are called "Open Skies Agreements." As of 2019, four Open Skies Agreements for U.S. government procured transportation exist:

- **United States & the European Union** (with amendments covering travel on Icelandic and Norwegian flag air carriers);
- **United States & Switzerland;**
- **United States & Australia;** and
- **United States & Japan.**

Other Open Skies Agreements covering air transport and cargo movement do not apply to LRC-funded travel. When other agreements become eligible, GSA will update its website [here](#).

Agreement with the European Union

For the agreement between the [U.S. and the European Union \(28 countries](#), Norway and Iceland included in the Open Skies Agreement through amendments):

Grantees may fly from any point in the United States to any point outside the United States on an EU airline whose country belongs to the agreement. Sample allowable itineraries:

- A point in the U.S. to a point in the European Union: New York to Madrid.
- A point in the U.S. to a point in the European Union to a further point in a foreign country (as long as there is a stop in an EU country): Washington to London to Moscow.

Grantees may also fly on an EU carrier between any two points outside the United States.

- Rome to Amsterdam.
- Frankfurt to Johannesburg, South Africa.

Agreements with Switzerland, Australia, and Japan

For the agreements between the [U.S. and Switzerland](#), [U.S. and Australia](#), and [U.S. and Japan](#):

- For travel between any point in the United States and any point in Australia, Switzerland, or Japan:
 - If a City-Pair Program contract exists between the origin and the destination city, the grantee must take a U.S. airline unless an above exception is authorized. Grantees need to check the [City-Pair Program website](#) to verify that there is no City-Pair contract.
 - Example: Washington, DC to Zurich has a City Pair Program contract, so the grantee must take a U.S. airline.
 - If no City Pair Program exists between the origin and the destination city, the grantee may take an American carrier or a Swiss, Australian, or Japanese airline from the US to the destination or from the destination to the US.
 - Boston to Osaka, Japan: no City-Pair Program exists, so the grantee can take an American or Japanese airline.
 - Boston to Tokyo, Japan: a City-Pair Program exists, so the grantee must take an American airline.
 - Boston to Tokyo, Japan, to Seoul, South Korea: not allowable on a Japanese airline. Under the Agreements with Switzerland, Australia, and Japan, the traveler can only use a foreign airline from a point in the US to a point in one of those three participating countries, or vice-versa. The traveler would have to fly on a U.S. airline from Boston to Korea unless the travel met another exception.
 - The grantee can also fly between any two points outside the United States on a Swiss, Australian or Japanese airline.
 - Example: Australia to Indonesia.

VERIFYING COMPLIANCE IN IRIS

When submitting a Travel Approval Request (TAR), grantees must certify that their proposed international itinerary is compliant with the Fly America Act. If the travel is eligible for an exception (such as an Open Skies partnership) the grantee should explain it in the “comments” section. For more information on Travel Approval Requests, see page 19.

GRANT SCHEDULE

PROJECT PERIOD AND BUDGET PERIODS

The project period, also known as the performance period, is the Department-approved timeframe for a grantee to complete project activities described in the application and revised budget. The FY 2018 LRC project period is 48 months.

The LRC multi-year grant is funded in annual increments (if funds are appropriated) called budget periods. A single budget period is a 12-month period. LRC grants consist of four one-year budget periods, as indicated in the chart in below.

LRC Budget Periods

FISCAL YEAR	BUDGET PERIOD
2018	8/15/18 - 8/14/19
2019	8/15/19 - 8/14/20
2020	8/15/20 – 8/14/21
2021	8/15/21 – 8/14/22

CONTINUATION AWARDS

Continuation awards are non-competing funding for remaining grant periods of an approved award. Continuation awards are provided *after* the grantee submits an annual performance report (required during each year of the grant cycle) that demonstrates substantial progress.

Before a continuation award is issued, the IFLE program officer will review the annual performance report to determine whether substantial progress has been made on the award. Substantial progress includes, but is not limited to:

- current data;
- budget and narrative information demonstrating progress toward achieving the objectives of the LRC grant;
- exemplary program/project achievements.

Continuation award amounts are not guaranteed to be the same amount throughout the grant cycle and can be affected by a variety of factors, including changes in congressional appropriations, a determination that substantial progress has not been made, or other programmatic or budgetary factors.

The program officer will inform the grantee in Year 1 about the prospective funding amounts for Years 2, 3, and 4. The grantee is required to submit revised budget for each year there are changes to the continuation award amount.

RISK MANAGEMENT

When conducting a risk assessment, program staff consider prior and/or current financial and performance information reported in G5 and IRIS, compliance with federal audit requirements, audit findings, the institution's responses to corrective actions to resolve audit findings, and other administrative issues. Additionally, program staff must consider any issues or concerns—identified through day-to-day oversight, routine monitoring, and technical assistance efforts—that might adversely affect a grantee's performance under a continuation award.

The following is a list of factors that may be considered when assessing grantee risks, before recommending continuation awards. This list is not all-inclusive; program staff may identify additional items for consideration as they conduct a risk assessment:

- Has the grant or entity been designated as high risk?
- Has the grantee demonstrated compliance with risk mitigation strategies imposed upon the grant award to correct the cited risk conditions?
- Were there any excessive drawdowns during the previous budget period?
- Is there a large available balance which will result in a carryover request?
- Has there been frequent turnover of the project director?
- Has substantial progress been made; if not, why?
- Have all required reports been submitted?
- Has progress been made on corrective actions, if applicable?
- Are there any 2 CFR Part 200, Subpart F Audit Requirements audit findings; or, is the grantee making progress in resolving prior 2 CFR Part 200 Subpart F Audit Requirements audit findings?
- Is the grant on schedule to achieve its objectives?

When conducting a risk assessment for a continuation award, program staff may also consider the grant award history in G5 and any relevant information observed from working with the grantee, such as inefficient internal controls, poor oversight of the project, etc. IFLE program officers will consult with the Office of General Counsel (OGC) and ED Risk Management Services to employ additional risk mitigation strategies, if needed.

LRC REPORTING IN THE IRIS SYSTEM

Grantees must submit interim and annual performance reports using the IRIS online reporting system. Project Directors are responsible for overall project reports as well as for entering any additional data into the IRIS website. If an LRC fails to submit a performance report, the Department may deny continued funding for the grant.

Performance reports assist IFLE staff in determining whether the grantee is making substantial progress toward meeting the approved project objectives and whether awarding a continuation award is in the best interest of the Federal Government.

IFLE advises grantees to put as much care into preparing their IRIS performance reports to describe their progress towards their project objectives as they did when preparing their grant applications for the competition. Performance report narratives, Performance Measure Forms (PMFs), and data should convey compelling information about grant activities and provide evidence of the impact of the grant activities.

INTERIM, ANNUAL, AND FINAL PERFORMANCE REPORTS

During the lifecycle of the grant, grantees are required to submit two reports per year. The interim report is due halfway through the fiscal year and is a basic update on grant progress. The annual or end-of-year report is due after the end of the fiscal year and is a more comprehensive look at the activities conducted over the course of the grant year.

Fiscal Year	Type of Report	Period Covered	Due date
2018	Interim	8/15/2018 – 3/15/2019	4/15/2019
	Annual (End-of-year)	8/15/2018 – 8/14/2019	10/15/2019
2019	Interim	8/15/2019 – 3/15/2020	4/15/2020
	Annual (End-of-year)	8/15/2019 – 8/14/2020	10/15/2020
2020	Interim	8/15/2020 – 3/15/2021	4/15/2021
	Annual (End-of-year)	8/15/2020 – 8/14/2021	10/15/2021
2021	<i>No interim report in final year of grant</i>		
	Annual (End-of-grant)	8/15/2021 – 8/14/2022	11/14/2022

In the final year of the grant, grantees do not submit an interim report. The year 4 annual report is the final performance report of the grant and should be accompanied by the final Financial Status Report (SF 425).

GPRA MEASURES

The Department is required by the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010 to submit data on grantee performance to the Office of Management and Budget. The information provided by grantees in their IRIS performance reports will be the source of data for reporting on the GPRA measures. The Department has developed (and the Office of Management and Budget has approved) the following GPRA measures to evaluate the overall success of the LRC program:

1. Percentage of LRC products or activities judged to be successful by LRC customers with respect to quality, usefulness and relevance.
2. Percentage of LRC products judged to be successful by an independent expert review panel with respect to quality, usefulness and relevance.
3. Efficiency: Cost per LRC project that increased the number of training programs for K-16 instructors of LCTLs.

IFLE will be able to calculate the efficiency measure based on the LRC reports submitted in IRIS.

PERFORMANCE MEASURE FORM (PMF)

Performance Measure Forms (PMFs) were developed for the purpose of having grantees enter project objectives, measures, and targets for grant funding, to allow for greater flexibility related to managing grants in addition to data extraction capabilities for monitoring and analysis purposes.

Effective with the FY 2014 grant competitions, IFLE required applicant institutions to include PMFs in their grant applications. IFLE implemented the PMFs to collect quantifiable data elements, rather than narrative information, that we can use to demonstrate the impact and success of the Language Resource Centers program more efficiently and effectively.

A Performance Measure Form collects the following:

- **Project Goal Statement (up to five):** A Project Goal is a broad, overall statement of what the project is aiming to achieve/accomplish. The Project Goals you enter into IRIS must be selected from the Project Goals that you submitted in the grant application approved for funding. The Project Goals selected for the PMF do not have to cover every project goal in the approved application, but the three to five selected goals must align with the overall scope of the approved project. The Project Goals that you select should be reasonable and realistic representations of what you anticipate achieving by the end of the grant cycle; they should allow you and others to make a determination of your grant project's substantial progress.
- **Performance Measure (at least one, but no more than three):** The Performance Measure(s) is the metric against which you will measure whether the project is meeting

its overall Project Goal. It should be specific and time-bound, with well-defined units of measure (number of students, number of courses, percentage increase, etc.). It should reflect the Project Goal, so that meeting the Performance Measure(s) would result in the achievement of the Project Goal, as in the sample PMFs. Performance Measures may address direct products and services delivered by a program (outputs), and/or the results of those products and services (outcomes). Performance Measures include not only “what” will be achieved, but “by how much”.

- **Project Activities (at least one, but no more than three):** Activities are actions that the grantee will carry out in order to meet the Performance Measure and achieve the Project Goal. Each Performance Measure will have at least one, and up to three, Activities. You may wish to include more than one Activity, if more than one Activity is necessary to meet a Performance Measure. In addition, if meeting the Performance Measure will take longer than one reporting period, you may include up to two additional “interim” Activities to measure yearly progress toward meeting the Performance Measure. This will provide concrete evidence of progress to include in every Annual Report.
- **Data Indicators (at least one, but no more than three):** Data Indicators are specific, observable and measurable characteristics that can be used to determine whether carrying out the activity results in progress being made toward meeting the Performance Measure. Data Indicators are therefore linked to and should reflect both the Activity and the Performance Measure. One Data Indicator must correspond directly to the Performance Measure so that this relationship is explicit and so that evidence of meeting the Performance Measure is easy to document and express. When deciding on a Data Indicator, consider which types and sources of data will best demonstrate that the project is achieving, or will achieve, its objectives and intended outcomes.
- **Frequency for measuring the impact of the indicators**
- **Baselines, Targets, and Actuals:** The Baseline is the initial value collected for the Data Indicator at or prior to the start of the program, which serves as a point of reference. The Targets are the planned values for the Data Indicators over the course of the project period. When completing the Annual Performance Report, you will provide the "Actual" value for the Data Indicator at the time of reporting. Baselines, Targets and Actuals are numerical and therefore quantitative.

Baselines, Targets and Actuals may be numbers or percentages. Targets may be discrete for each reporting period, or cumulative over the course of the performance period. Please indicate in the “Comments” box whether your Targets represent discrete or cumulative numbers. In either case, substantial progress is determined by whether the “Actual” entered at reporting time is equal to or greater than the Target.

- baselines are established at the time the grant begins

- targets are the planned incremental increases
- actuals are the existing, real, factual unit of measure

Grantees will report on the status of their targets as part of the annual performance report. To the extent possible, grantees should incorporate some elements in their PMFs that will allow us to assess the overall progress towards the LRC program GPRA measures.

Adjusting PMF Targets or Wording

There is flexibility and opportunity to adjust the targets during a specified time frame, e.g., during the first three months of the grant. Contact the IFLE program officer to coordinate this adjustment in IRIS.

Example: LRC Project Performance Measure Form (PMF)

PROJECT GOAL: Improve availability of professional development/training materials in South Asian languages.

Performance Measure 1: Fifteen Open Educational Resources (OERs) in target languages developed, published, and disseminated for use by LCTL foreign language instructors at professional development/training sessions by the end of the grant.

Activities	Data Indicators	Frequency	Data Source	Baseline	Target Y1	Target Y2	Target Y3	Target Y4
1a. Develop three sets of instructional guides in consultation with experts and based on literature of best practices in project-based foreign language learning (PBL).	1ai. Number of draft instructional guides developed	Annual	NFLRC intensive summer institute records	0	1	2	0	0
	1aii. Number of consultations with PBL experts	Annual	NFLRC intensive summer institute records	0	2	1	0	0
1b. Organize professional development initiatives to develop model OER prototypes in target languages.	1bi. Number of model OER prototypes developed	Annual	NFLRC intensive summer institute records	0	0	3	5	7
	1bii. Number of professional development initiatives organized	Annual	NFLRC intensive summer institute records	0	0	3	5	7
1c. Publish and disseminate final versions in the professional development series as open educational resources (OERs) for foreign language instructors of target languages.	1ci. Number of final Open Educational Resources (OERs) in the target languages available online for worldwide distribution	Once - Year 4	Online open source site	0	0	0	0	15

THE SITE VISIT

During the grant performance period, the U.S. Department of Education program officer might conduct an on-site or virtual site visit of the grantee's project. The program officer will provide the grantee with a report of the visit within 30 days after the site visit has concluded.

POTENTIAL PURPOSES FOR CONDUCTING A VISIT

- Assess internal controls
- Ensure compliance with approved plan
- Identify project strengths and areas for improvement
- Observe and document promising practices
- Provide technical assistance
- Respond to complaints and/or high-risk evidence

PRE-VISIT PREPARATION

- Program officer notifies grantee of proposed dates for the site visit
- Once the dates are established, the program officer sends a letter to the grantee that includes the following:
 - Confirmed dates
 - Purpose of the visit
 - ED staff conducting the visit
 - Requested meetings, along with requested participants and interviewees
 - Requested financial documents and deadline for transmission
 - Date to receive the first draft of the site visit agenda

REQUESTED DOCUMENTS INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

- Relevant organizational charts
- Policies and procedures for program management and fiscal operations
- Chart of accounts
- Key personnel lists and their time and effort forms
- Documentation for federal drawdowns to disbursements for the specified grant project
- Payroll documentation for the last 12 months
- Financial transactions for the last 12 months
- List of contracts supported with grant funds
- Project-related travel documentation
- A-133 audit documents (letter, summary sheet of findings and questioned costs, if applicable)

LEGISLATION AND REGULATION RESOURCES

- Legislation: Title VI, Part A, [Sections 601 and 603](#) of the Higher Education Act of 1965, as amended
- 20 U.S. Code – Sections [1123](#), [1132-1137](#)
- Code of Federal Regulations – 34 CFR, parts [655](#) and [669](#)
- [Education Department General Administrative Regulations \(EDGAR\)](#)
- [Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements \(2 CFR 200\)](#)