

**U.S. DEPARTMENT OF EDUCATION  
Office of Indian Education**

**Indian Education Formula Grant Program  
Annual Performance Report (APR)**

***Frequently Asked Questions (FAQs)***

## ***TABLE OF CONTENTS***

<b>1.0</b>	<b>Support and Resources .....</b>	<b>1</b>
<b>2.0</b>	<b>Annual Performance Report: General Information.....</b>	<b>2</b>
<b>3.0</b>	<b>Section 1.1 Grantee Applicant Information .....</b>	<b>3</b>
<b>4.0</b>	<b>Section 1.2: Grant Objective Participation Data .....</b>	<b>5</b>
<b>5.0</b>	<b>Section 1.3: Project Performance Data .....</b>	<b>7</b>
<b>6.0</b>	<b>Section 1.4: Assessment, Attendance and Graduation .....</b>	<b>8</b>
<b>7.0</b>	<b>Section 1.5: Budget Data .....</b>	<b>12</b>
<b>8.0</b>	<b>Section 1.6: Certification .....</b>	<b>14</b>
<b>9.0</b>	<b>APR: OIE’s Review .....</b>	<b>14</b>
<b>10.0</b>	<b>G5 Contact Information.....</b>	<b>14</b>
	<b>Appendix A: Program Letter .....</b>	<b>15</b>
	<b>Appendix B: OIE’s Administrative Action Memo.....</b>	<b>18</b>
	<b>Appendix C: Late Liquidation Information .....</b>	<b>19</b>
	<b>Appendix D: Late Liquidation Memo Sample .....</b>	<b>20</b>
	<b>Appendix E: Close Out Attachment.....</b>	<b>21</b>
	<b>Appendix F: APR Checklist .....</b>	<b>22</b>

## ***SECTIONS AND QUESTIONS***

<b>1.0</b>	<b>Support and Resources .....</b>	<b>1</b>
<b>1.1</b>	<b>Who do I contact when I need technical assistance with my Indian Education Formula Grant application?.....</b>	<b>1</b>
<b>1.2</b>	<b>What resources are located in the Getting Started Documents?.....</b>	<b>1</b>
<b>1.3</b>	<b>May I submit a paper application? .....</b>	<b>1</b>
<b>1.4</b>	<b>How do users access the APR? .....</b>	<b>1</b>
<b>1.5</b>	<b>How will users be notified that the APR is available to enter performance information? .....</b>	<b>1</b>

<b>2.0 Annual Performance Report: General Information</b> .....	<b>2</b>
2.1 What is the APR? .....	2
2.2 What is the purpose of the APR? .....	2
2.3 When will the APR be available to users? .....	2
2.4 What grant year will be reported in the APR? .....	2
2.5 What happens if a current grantee fails to submit an APR? .....	2
2.6 What is the Paperwork Burden Statement for the APR? .....	2
<b>3.0 Section 1.1 Grantee Applicant Information</b> .....	<b>3</b>
3.1 What information is needed for the cover sheet?.....	3
3.2 What if we do not have a designated project director? Do we leave this information blank? .	3
3.3 If the district had a change in key personnel from SY 2014-15, do we need to submit anything to the Office of Indian Education?.....	3
3.4 What if there is a change to the pre-populated information on the screen, (i.e. LEA name, address, DUNS number)? .....	3
3.5 What is meant by authorized representative?.....	3
3.7 How do we fill out the contact information if we are a consortium? .....	4
<b>4.0 Section 1.2: Grant Objective Participation Data</b> .....	<b>5</b>
4.1 What information is shown in Section 1.2: Grantee Objective Participation Data? .....	5
4.2 What information is completed in Section 1.2, Grant Objective Participation Data of the APR?.....	5
4.3 What is meant by target population?.....	5
4.4 What are the choices for target population? .....	5
4.5 How is the number of persons served calculated? .....	6
4.6 How do I report data for a Title I school-wide program? .....	6
4.7 How do I report data as a Consortium Lead?.....	6
4.8 What if you want to change your objectives for the next grant year?? .....	6
4.9 What information can be included in the comment box? .....	6
<b>5.0 Section 1.3: Project Performance Data</b> .....	<b>7</b>
5.1 What information is shown in Section 1.3: Grant Objective Participation Data? .....	7
5.2 What information is reported in Section 1.3: Grant Objective Participation Data? .....	7
5.3 How does an entity determine if objective(s) were met? .....	7

<b>6.0</b>	<b>Section 1.4: Assessment, Attendance and Graduation .....</b>	<b>8</b>
6.1	What information is located in Section 1.4: Assessment, Attendance and Graduation? .....	8
6.2	What information must be provided under state assessments? .....	8
6.3	How do you complete the assessment section? .....	8
6.4	Can the assessment information be edited? .....	9
6.5	Which year's assessment data should I enter in the assessment section? .....	9
6.6	When I report results for Indian students, should I be reporting specifically on Indian students served by our Title VII project? .....	9
6.7	How does the pre-population of data from ED Facts work with the APR? .....	9
6.8	My APR has no pre-population data. Why not? .....	9
6.9	What information is reported in the table for Average Daily Attendance Data? .....	10
6.10	What information must I provide about attendance? .....	10
6.11	What information is reported in the Graduation Data table? .....	11
6.12	What information is located in the Summary of State Assessment data? .....	11
<b>7.0</b>	<b>Section 1.5: Budget Data .....</b>	<b>12</b>
7.1	What information is located in Section 1.5, Budget Data? .....	12
7.2	Explanation of the Expenditure Report .....	12
7.3	What information must be completed in the Budget Data section? .....	12
7.4	Why would there be a difference in amount spent and what is visible on the screen? .....	12
7.5	When do I need to provide a comment on the Budget data? .....	12
7.6	What information is located in the Technical Assistance section? .....	12
7.7	Technical Question: Key grant personnel has changed from SY 2014-15. ....	13
7.8	Technical Question: Information about G5 is needed. ....	13
7.9	Technical Question: Information about late liquidation reimbursement for district expenditures is needed. ....	13
7.10	What is a late liquidation? .....	13
7.11	Technical Question: Request technical assistance. ....	13
7.12	Technical Question: The grant has \$100 or more remaining in grant funds. Send close out notice to this email address. ....	13
7.13	What is a closeout notice? .....	13
7.14	When will our program be required to sign a close out notice? .....	14
<b>8.0</b>	<b>Section 1.6: Certification .....</b>	<b>14</b>
8.1	When the information is entered, how do I submit the application to the Office of Indian Education in the U.S. Department of Education? .....	14
8.2	Can I create a new version of the APR? .....	14
<b>9.0</b>	<b>APR: OIE's Review .....</b>	<b>14</b>
9.1	Will OIE review the APR? .....	14

**10.0 G5 Contact Information ..... 14**

**Appendix A: Program Letter ..... 15**

**Appendix B: OIE’s Administrative Action Memo..... 18**

**Appendix C: Late Liquidation Information ..... 19**

**Appendix D: Late Liquidation Memo Sample ..... 20**

**Appendix E: Close Out Attachment..... 21**

**Appendix F: APR Checklist ..... 22**

## 1.0 Support and Resources

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### 1.1 Who do I contact when I need technical assistance with my Indian Education Formula Grant application?

Formula Grant EASIE users can contact the ED*Facts* Partner Support Center (PSC) for technical assistance.

Telephone: 877-457-3336 (877-HLP-EDEN)

Fax: 888-329-3336 (888-FAX-EDEN)

TTY/TDD: 888-403-3336 (888-403-EDEN)

Email: [eden\\_oie@ed.gov](mailto:eden_oie@ed.gov)

Hours of operation are between 8AM-6PM Eastern Time, Monday through Friday, excluding federal holidays.

### 1.2 What resources are located in the Getting Started Documents?

To find documents that will assist you through the APR process, click the Getting Started button on the first screen of the online portal. The Getting Started link will direct you to the area that holds the documents that provide assistance to users. The documents available for download are: APR Sample Document, Prior Annual Performance Reports (available after the first year), APR Frequently Asked Questions (FAQs), Getting Started Handbook, and Late Liquidation Information.

### 1.3 May I submit a paper application?

A paper application can be requested through the process outlined in the Federal Register Notice published Tuesday, January 21, 2014 (79 FR 3358).

<http://www.gpo.gov/fdsys/pkg/FR-2014-01-21/pdf/2014-01072.pdf>

### 1.4 How do users access the APR?

The APR is located under Formula Grant EASIE Part III. Formula Grant EASIE is part of the U.S. Department of Education's ED*Facts* portal. The URL is

<http://eden.ed.gov/Survey>. A current system ID and password are required for each user and are obtained by registering through the PSC.

### 1.5 How will users be notified that the APR is available to enter performance information?

Grantees will receive two emails from PSC before the APR opens: one including the username and one including the password to access the EDEN system. Ensure you have an active EASIE account with the designation as a general, managing or certifying user and an active email address. If you do not receive an email and you received a School Year (SY) 2014-2015 grant, contact PSC.

PSC will send an ED*Facts* broadcast notifying grantees when the system opens. You can login and begin entering APR data at that time.

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## **2.0 Annual Performance Report: General Information**

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### **2.1 What is the APR?**

The APR is an annual report that provides data on the status of the funded project that corresponds to the scope and objectives established in the approved application and any approved amendments. Under EDGAR § 75.118, the report must provide the most current performance and financial information.

### **2.2 What is the purpose of the APR?**

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 evaluate whether recipients have demonstrated substantial progress.

### **2.3 When will the APR be available to users?**

The APR will be available to users from September 16, 2015 to October 16, 2015. The APR will close to users at 8:00 p.m. ET on October 16, 2015.

### **2.4 What grant year will be reported in the APR?**

The APR is for the grant that ended on June 30<sup>th</sup> of the current year. The grant year reported will be for School Year (SY) 2014-2015 or July 1, 2014 through June 30, 2015.

### **2.5 What happens if a current grantee fails to submit an APR?**

Completing an APR is a program requirement. If a grantee fails to submit an APR, the Department of Education (the Department), in accordance with 2 CFR §200.207, has the authority to impose specific conditions on a grantee that has a history of failure to comply with general or specific terms and conditions, as needed, to help ensure that the grantee is successful in executing its responsibilities under the grant.

### **2.6 What is the Paperwork Burden Statement for the APR?**

The valid OMB control number for Formula Grant Annual Performance Report (APR) is 1810-0726. The time required to complete this information collection is estimated to average 16 hours per response for annual performance reports, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

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## 3.0 Section 1.1 Grantee Applicant Information

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### 3.1 What information is needed for the cover sheet?

The cover sheet of the APR identifies the project director name and title, telephone number, fax number and email address and the authorized representative of the applicant agency, title and email address for the completing grant year. The other information on the screen should be verified for correctness (mailing address, DUNS number, NCES number and applicant type).

### 3.2 What if we do not have a designated project director? Do we leave this information blank?

No. The project director should always be the designated point of contact for the LEA. The authorized representative could be designated as the project director so he/she receives notifications from the Office of Indian Education (OIE) throughout the grant year.

### 3.3 If the district had a change in key personnel from SY 2014-15, do we need to submit anything to the Office of Indian Education?

Yes. OIE will need grantees to complete an administration action memo to make the changes to update incorrect key personnel in the G5 system, which is the Department's grant management system. An example of the action memo format is located in **Appendix B** of this document and can be emailed to [indian.education@ed.gov](mailto:indian.education@ed.gov). In addition to creating the memo for OIE, grantees should also contact PSC. PSC will update the entity's information in their database.

### 3.4 What if there is a change to the pre-populated information on the screen, (i.e. LEA name, address, DUNS number)?

Grantees should contact PSC to update the information.

### 3.5 What is meant by authorized representative?

The authorized representative is the official within the organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the organization as may be required by OIE. It is often the superintendent of the district. The signature of the authorized representative certifies that commitments made on grant applications will be honored and ensures that the applicant organization agrees to conform to OIE's regulations, guidelines, and policies. Note that the authorized representative is not necessarily the project director.

**3.6 May an entity that has a contract with the LEA be the authorized representative for this program?**

No. As the grantee, the LEA remains responsible as the fiscal agent for the program and is responsible for making all administrative decisions concerning the program; the LEA cannot contract out those responsibilities. The primary contact for the program should be an official from the LEA as a contractor does not have the authority to make administrative or financial commitments for the LEA.

**3.7 How do we fill out the contact information if we are a consortium?**

The lead applicant designates the authorized representative and the project director contact information for a consortium.

## 4.0 Section 1.2: Grant Objective Participation Data

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### 4.1 What information is shown in Section 1.2: Grantee Objective Participation Data?

- Certified Indian Student Count from EASIE Part I
- Approved Objective from EASIE Part II
- Activity and Service(s) from EASIE Part II
- Target Population
- Total Served during the Reporting Period

### 4.2 What information is completed in Section 1.2, Grant Objective Participation Data of the APR?

In Section 1.2, your Indian Education Formula Grant approved project's objectives, as well as the activities/services and grade levels associated with each objective are pre-populated from items from your EASIE Part II application. Users will provide program-specific information on target population(s), total number of students served during the reporting period, and an explanation of the activities/services provided during SY 2014-15.

### 4.3 What is meant by target population?

The target population(s) is the population of students who have been served for each activity/service for each objective. Activities/services 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).

### 4.4 What are the choices for target population?

The target population choices are as follows: Indian students, parent(s) 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 served." If an activity was not implemented, select "N/A: activity not implemented." If "N/A: activity not implemented" is selected, please include information in the comment section describing when this will be implemented.

#### 4.5 How is the number of persons served calculated?

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. The total number of Indian students for each objective should not exceed the total number of Indian students identified in Part I of the EASIE application.**

If the activity does not have a target population, leave all columns blank. If an activity was not implemented, leave all columns blank.

#### 4.6 How do I report data for a Title I school-wide program?

For Title I school-wide programs, you will not complete the target population or the total population served by objective; however, you will explain target population, total served and any additional information about your Title-I school-wide program in the comment box located at the bottom of the screen.

#### 4.7 How do I report data as a Consortium Lead?

Consortium grantees will enter one target population and total served for each objective. It will be necessary to combine total served at each individual LEA of the consortium. **Note: Only count each participant once, even if that person attended multiple activities or services for that objective. The total number of Indian students for each objective should not exceed the combined total number of Indian students identified in Part I of the EASIE application.**

#### 4.8 What if you want to change your objectives for the next grant year?

Objectives are established during Part II of the EASIE application. If you have a single-year application, you will be able to change your objectives during Part II. If you have a multi-year application, you will need to change an application from multi-year to single-year or a new multi-year application during Part I. Then you will be able to change your objectives during Part II.

#### 4.9 What information can be included in the comment box?

The comment box is a required field. It provides grantees an opportunity to highlight of the project's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. You may also include more detailed information about activities and services provided as well as the duration of each activity.

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## 5.0 Section 1.3: Project Performance Data

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### 5.1 What information is shown in Section 1.3: Grant Objective Participation Data?

- Objective
- Data Source
- Objective Results
- Explanation (Response Required)

### 5.2 What information is reported in Section 1.3: Grant Objective Participation Data?

Section 1.3: Grant Objective Participation is pre-populated in your EASIE application. This includes your Indian Education Formula Grant project's objectives, as well as the data sources associated with each objective from Part II of the EASIE application. You will indicate whether your entity met each objective during the current reporting period and provide an explanation on how the objective was/was not met according to the data source.

### 5.3 How does an entity determine if objective(s) were met?

For each project objective included in your approved grant application, you will identify if you have met or are making progress towards meeting the performance measure according to the data source chosen. You will also explain how your data on your performance measures demonstrate that you have met or are making progress towards meeting each project objective in the comment box. If an objective was not met, the grantee will provide steps for improvement in the comment box.

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## 6.0 Section 1.4: Assessment, Attendance and Graduation

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### 6.1 What information is located in Section 1.4: Assessment, Attendance and Graduation?

- Mathematics State Assessment Data
- Reading State Assessment Data
- Summary of State Assessment Data
- Attendance Data
- Graduation Data.

### 6.2 What information must be provided under state assessments?

For all subjects and grade levels that your state gives assessments, the following must be provided:

- Total number of Indian students with assessment scores.
- Number of Indian students who were proficient or above.
- Total number of all students (Indian and non-Indian) with assessment scores.
- Number of all students (Indian and non-Indian) who were proficient or above.

Note: state assessment data must be entered for all subjects and all grade levels that your state assesses, even for grade levels where there are no Indian students and for grade levels that your project did not address. For grades at which the state did not administer assessments, leave area blank to indicate no students (i.e. no students in the LEA were assessed, no Indian students in the LEA were assessed, no students in the LEA were proficient or above, etc.). **For grades where no state assessments were given, leave the cells blank.**

### 6.3 How do you complete the assessment section?

- Select state assessment.
- Enter the total number of Indian students with mathematics assessment scores.
- Enter the number of Indian students who were proficient or above.
- Select continue.
- Enter the total number of all students (Indian and non-Indian) with assessment scores
- Enter the number of all students (Indian and non-Indian) who were proficient or above.
- Select continue (this will route you back to the main assessment screen).
- Select state assessment.
- Select the dropdown Reading.
- Enter reading assessment scores for both Indian Students and then All Students.
- If your project serves multiple LEAs, then you will need to complete assessment information for each LEA that your project serves.

#### **6.4 Can the assessment information be edited?**

The mathematics and reading state assessment data is pre-populated from information provided by *EDFacts*; however, you can modify assessment data by checking the box edit table.

#### **6.5 Which year's assessment data should I enter in the assessment section?**

If you edit the assessment information, you should enter data for the most recent year that data would normally be available at the time you are completing the APR. Between the delay in obtaining final assessment data and the prospective nature of the assessment process, generally there will be a two-year difference between the assessment school year and the school year to which the application relates. This requirement applies to all performance data, state assessments, graduation, and attendance information.

#### **6.6 When I report results for Indian students, should I be reporting specifically on Indian students served by our Title VII project?**

No. For the LEA Assessment section of the APR (state assessments, attendance, and graduation), you should report on all students who are identified as American Indian or Alaska Native under the racial and ethnic data guidelines that govern ESEA reporting. This will likely include some students who do not have ED 506 forms and whom your project does not serve.

#### **6.7 How does the pre-population of data from *EDFacts* work with the APR?**

*EDFacts* is the U.S. Department of Education's centralized data collection for elementary and secondary education data.

- State Education Agencies (SEAs) submit data on their LEAs and schools to *EDFacts*.
- The system pulls data nightly from *EDFacts* to pre-populate fields if with SEA provided data. The fields that will pre-populate with available data are state assessment, attendance, and graduation data.
- The grantee retains the full right and responsibility to verify and to insert correct values where necessary for all required data.
- *EDFacts* data are refreshed nightly, but updates do not overwrite any grantee-entered data.

#### **6.8 My APR has no pre-population data. Why not?**

If your APR has no pre-populated data that would indicate that your State or the BIE did not submit assessment, attendance, or graduation data through *EDFacts*. We recommend that you contact your State's *EDFacts* coordinator to learn more about the files submitted by your State.\* However, you may enter your data in the EASIE data fields and the lack of pre-populated *EDFacts* data will have no adverse effect on your application for Title VII funds. \*The contact information for your State's *EDFacts* Coordinator can be obtained through PSC or by going to [www.ed.gov/edfacts](http://www.ed.gov/edfacts), clicking on "Contact Us", and downloading the PDF list.

## 6.9 What information is reported in the table for Average Daily Attendance Data?

For attendance data, provide the average daily attendance data for all Indian students and all students.

## 6.10 What information must I provide about attendance?

Users must provide the “average daily attendance” for all students.

Please note that the “average daily attendance” rate is not the same as percentage of attendance. See the method of calculating average daily attendance below.

**Definition.** Average Daily Attendance (ADA) is the aggregate number of days of attendance by students during the reporting period divided by the number of school days during the reporting period, rounded to a whole number.

**Calculation method.** For ADA, there is some given reporting period, usually set by the state, often with a duration of 1-2 weeks. Use the reporting period that your state uses. ADA is the sum of the number of students in attendance collected each day during the reporting period divided by the number of school days during the reporting period.

Example: Suppose that reporting period is 1 week long. The LEA counts the attendance each day for that week. For example, if the LEA enrollment is 500, the results may be 400, 425, 417, 460 and 430. Add these numbers, then divide by 5 (which is the number of weeks in the reporting period).  $2132 / 5 = 426.4$ . So the ADA is 426.4 which rounds to 426 as the value that you should enter into the APR. Notice that the calculation of ADA does not involve enrollment in any way, only how many students actually attend. However, LEAs with larger enrollment are likely to have larger ADA numbers.

Note: ADA for Indian students is calculated in the same manner, including only Indian students in the daily count.

Definition: Average Daily Attendance for Indian students is the aggregate number of days of attendance by Indian students during the reporting period divided by the number of school days during the reporting period. As noted above, for attendance reporting, Indian students refer to all students identified as American Indian or Alaska Native under the racial and ethnic data guidelines that govern ESEA reporting. This will likely include some students who do not have ED 506 Forms and whom your project doesn't target.

**6.11 What information is reported in the Graduation Data table?**

For 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 *EDFacts*; however, graduation data can be modified by grantees by checking the box “edit table”.

If your project serves multiple LEAs, then you will need to complete graduation information for each LEA that your project serves.

Graduation rate for all students is the percentage of students who graduated from high school with a regular diploma. The calculation of the percentage rate is defined in the State’s accountability plan in accordance with Title I, 34 CFR Section 200.19. Hint: Use the definition that the LEA uses for reporting under ESEA.

**6.12 What information is located in the Summary of State Assessment data?**

The Summary of State Assessments provides the number of Indian students and all students who scored at or above proficient in reading and mathematics on state assessments. The Summary of State Assessment data is ideal for programs to share assessment data with parents, parent committee members and the community at large.

## 7.0 Section 1.5: Budget Data

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### 7.1 What information is located in Section 1.5, Budget Data?

- Expenditure Report
- Comments required if 10% or more of funds remain unallocated.
- Technical assistance questions.

### 7.2 Explanation of the Expenditure Report

Amount Obligated: The amount awarded on July 1, 2014.

Amount Expended: The amount remaining in G5.

Funds Remaining: = (Amount Obligated-Funds Expended)

Percentage Remaining: (Amount Obligated-Funds Expended)/100

### 7.3 What information must be completed in the Budget Data section?

The budget information for amount obligated, and amount expended are taken directly from G5. The funds remaining and percentage remaining are auto-calculated.

Grantees will provide an explanation if the funds remaining exceed 10% of the total.

Note: If the program's expenditure records do not match the amount in G5, contact OIE for further instructions by selecting **yes** to the question "Request technical assistance" found at the bottom of the screen.

### 7.4 Why would there be a difference in amount spent and what is visible on the screen?

Even if programs spend funds, it is up to designated program personnel to draw down funds from G5. The performance period for SY 2014-2015 was from July 1, 2014 to June 30, 2015. The liquidation period is from July 1, 2015 to September 30, 2015. All funds should be drawn down before September 30, 2015. If the amount on the screen is incorrect, contact your district's business office to verify the expenditure report.

Contact OIE with any questions on this screen or select **yes** to the question "Request technical assistance" found at the bottom of the screen.

### 7.5 When do I need to provide a comment on the Budget data?

If you have more than 10% remaining in your budget, you need to provide an explanation for the unspent funds.

### 7.6 What information is located in the Technical Assistance section?

This section helps OIE provide technical assistance to grant programs. OIE will follow up with the responses after the APR closes.

**7.7 Technical Question: Key grant personnel has changed from SY 2014-15.**

All contact information in G5 needs to be updated for each year a grant is awarded. OIE requires an administration action memo to make the changes to update key personnel in G5, the Department of Education grant awarding/management system. An example of the format for an administrative memo is located in Appendix B of this document and can be emailed to indian.education@ed.gov. In addition to creating the memo for OIE, contact PSC. PSC will also need to create a user account for access to the ED*Facts* portal and archive accounts for users' no longer needing access to the entity's application.

**7.8 Technical Question: Information about G5 is needed.**

Select yes if OIE needs to contact you to provide information in regards to G5, the Department of Education's accounting system.

**7.9 Technical Question: Information about late liquidation reimbursement for district expenditures is needed.**

Select yes if OIE needs to contact you about the late liquidation process.

**7.10 What is a late liquidation?**

Generally, grantees are expected to liquidate obligations within 90 days. However, the Department recognizes that liquidations may need to occur more than 90 days after the close of the grant period.

Before the Department approves a late liquidation or related accounting adjustments, the grantee must submit an attestation signed by a high-ranking, authorized official as to the accuracy of the information and representations that form the basis for the request, including, at a minimum, an attestation that under the proposed late liquidation and/or accounting adjustments. See sample under Appendix D.

**7.11 Technical Question: Request technical assistance.**

Select yes, if you need OIE to contact you to provide technical assistance.

**7.12 Technical Question: The grant has \$100 or more remaining in grant funds. Send close out notice to this email address.**

Select yes, if you have \$100 or more remaining in grant funds so OIE may send a close out notice to the correct point of contact.

**7.13 What is a closeout notice?**

Closeout is a process by which OIE determines that all applicable administrative actions and all required work of the project have been completed by the grantee. If the grant has \$100 or more of funds remaining, OIE needs a signed written statement (hardcopy) from an authorized grant official acknowledging these funds were not obligated during the performance period and therefore shall be deobligated.

### **7.14 When will our program be required to sign a close out notice?**

OIE emails close out notices to grantees with remaining balances in October, unless there is a project extension.

## **8.0 Section 1.6: Certification**

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### **8.1 When the information is entered, how do I submit the application to the Office of Indian Education in the U.S. Department of Education?**

The submission of your application to the U.S. Department of Education is accomplished by certifying the application. This is the last step on the section menu located on the main screen. After checking the two attestation statements, the managing user or the certifying official user will select the, "I certify", button. The screen will advance and at the top of the page, you will see statement of certification and the time the APR was certified. You should print and save a copy of the completed APR at this time.

**If an authorized official of the applicant entity does not complete the certification step, your application is not submitted to the U.S. Department of Education.**

### **8.2 Can I create a new version of the APR?**

No, users are unable to create a new version of the APR. Do not certify the application until it is complete.

## **9.0 APR: OIE's Review**

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### **9.1 Will OIE review the APR?**

OIE will review all of the certified APRs and will upload the APR PDFs to each grant file.

## **10.0 G5 Contact Information**

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### **Department of Education G5 Contact Information.**

Help is available through e-mail or by calling the G5 Hotline.

Hours of Operation: 8:00AM to 6:00PM, Monday - Friday, EDT

- G5 HELP DESK Toll-Free:1-888-336-8930
- Email: [edcaps.user@ed.gov](mailto:edcaps.user@ed.gov)

## Appendix A: Program Letter

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Dear Colleague,

It is time to prepare the Indian Education Formula Grant's Annual Performance Report (APR) for School Year (SY) 2014-15 (July 1, 2014 to June 30, 2015). This report is required for all grantees. It opens on September 16 and is due by October 16, 2015. The APR should demonstrate whether grantees have made substantial progress toward meeting the project objectives and program performance measures, as well as give the Office of Indian Education (OIE) data to use for Government Performance Results Act (GPRA) measures and Leading Indicators. The APR is submitted electronically through the ED*Facts*) Submission System at this link: <https://eden.ed.gov/Survey>. The APR will be located under tab EASIE Part III.

Please use this document as a guide to assist you in completing information on your grant. The *Getting Started* and *APR FAQs* documents contain in depth information on how you will report data in the APR. You may find these documents on the Department of Education's OIE Website: <http://www2.ed.gov/programs/indianformula/resources.html> and on the Getting Started Section of the ESS website: <https://eden.ed.gov/Survey>.

### **APR Sections**

The APR consists of a cover sheet and four sections. You will enter program-specific information on participation, performance, assessment and budget. Some information may be pre-populated from the EASIE application or information provided by ED*Facts* for assessment and graduation data. You can edit the assessment or graduation information provided by ED*Facts*.

#### **Section 1.1 Applicant Information**

All of the information on this screen will be prepopulated from the EASIE application, except for the Project Director and Authorized Representative. You will complete information on the Project Director and the Authorized Representative.

#### **Section 1.2 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. Provide program-specific information on your target population(s), total number of students served during the reporting period, and an explanation of the activities/services provided during SY 2014-15. The comment box provides you an opportunity to offer detailed information about specific project activities and services.

### **Section 1.3 Project Performance Data**

This table provides information about your project objectives and data sources from the EASIE application. Indicate whether you met each objective during the current reporting period. Provide an explanation on how the objective was/was not met and provide steps for improvement.

### **Section 1.4 Assessment, Attendance and Graduation**

#### **Mathematics and Reading State Assessment Data**

The mathematics and reading state assessment tables provide the opportunity to provide the total number and percentage of all students and Indian students assessed in mathematics and reading who scored at or above proficient on state assessments in all grades covered by the state assessments. The state assessment data is pre-populated from information provided by *EDFacts*, if your SEA submitted data to *EDFacts*. You can edit or add assessment data by checking the **Edit Table** button.

#### **Attendance Data**

The attendance data table provides the opportunity to provide the average daily attendance data for this project. Provide the average daily attendance count for all Indian students and all students.

#### **Graduation Data**

The graduation data table provides the opportunity to report 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, if it was provided to *EDFacts*, is pre-populated from information provided by *EDFacts*; however, graduation data can be edited by grantees by checking the **Edit Table** button.

#### **Summary of State Assessment Data**

The summary of state assessment data provides the number of Indian students and all students who scored 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.

### **Section 1.5 Budget Data**

The budget data table provides information on project expenditures as recorded in G5, the Department of Education's accounting program. The budget information for amount obligated, amount expended, funds remaining and percentage remaining is auto-calculated from G5. If the funds remaining exceed 10% of the total, please provide an explanation. If the expenditure records do not match the amount in G5, contact OIE for further instruction and also select yes on question 3 in Section D: Additional Program Information and Certification, to request technical assistance.

### **Technical Assistance**

Select "Yes" or "No" for each question to indicate whether you wish to receive Technical Assistance.

### **Section 1.6 Certification**

The Authorized Representative certifies the APR. The Authorized Representative must be authorized to legally bind the entity. This is usually the Superintendent.

### **Completing the APR**

To transmit your APR, you must complete the certification screen by clicking the "I Certify" button. The APR is transmitted electronically to the Department.

### **Registration**

You will receive an automated e-mail containing your EDEN account login information on or before the open date of the APR. If you do not receive the information, please contact the ED*Facts* Partner Support Center.

### **Partner Support Center**

If you encounter technical problems access the website or using the web application, please contact our Partner Support Center:

Telephone: 877-457-3336 (877-HLP-EDEN)

Fax: 888-329-3336 (888-FAX-EDEN)

TTY/TDD: 888-403-3336 (888-403-EDEN)

Email: [eden\\_oie@ed.gov](mailto:eden_oie@ed.gov)

For any questions about the annual performance report, please contact the Office of Indian Education program staff at (202) 260-3774.

Sincerely,

/s/

Joyce A. Silverthorne

## Appendix B: OIE's Administrative Action Memo

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Entities can create an administrative action memo following this sample format. Submit on letterhead with a signature. Email Administrative change to [indian.education@ed.gov](mailto:indian.education@ed.gov).

Date:

To:

From:

Title:

Subject: Administrative Action to Change Key Personnel

(Name of School) requests a change in key personnel due to (name reason).

PR#

School name & address:

Name of [new?]project director/coordinator:

Email address:

Phone:

Fax:

Authorizing representative (supt):

Email address:

Phone:

Fax:

Please contact (name) at (phone number/email address) if you have any questions.

## Appendix C: Late Liquidation Information

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The Department will consider requests for late liquidation only where there are extenuating circumstances that were outside of the control of the LEA, BIE Grant & Contract schools, and Tribes applying in lieu of LEA(s). Example of an extenuating circumstance could be a natural disaster that prevents normal and timely business transactions. These are considered on a case-by-case basis. A late liquidation request should be the rare exception and not the rule for managing the grant award funds under Title VII or any U.S. Department of Education grant.

All grantees are required to practice good stewardship of federal funds awarded under each grant. This includes managing funds responsibly, establishing and maintaining internal financial controls, including timely draw down of funds from the G5 system to pay for grant related expenses.

As per the Education Department General Administrative Regulations (EDGAR) regulations and 2 CFR 200 (the Uniform Guidance), the Department expects OIE formula grantees to manage the grant funds according to the following principles:

- Funds must be obligated within the 12 months grant period allowable under Title VII Indian Education Formula Grant program. (Open Status in G-5)
- All financial drawdowns must be completed within 90 days after the end of the budget period unless an extension has been approved. (Liquidation Status in G-5). Cost extensions are unallowable in the Title VII Indian Education Formula Grant program. All drawdowns must be completed no later than September 30 of each year.
- Accounts will be closed to grantee access after the 90-day liquidation period has expired. (Suspension Status in G-5).
- OIE will only consider late liquidation requests in extenuating circumstances which must be documented and attested to by the CFO and Superintendent of each LEA.

Required Attestation/Audit: Before the Department approves a late liquidation or related accounting adjustments, the grantee must submit an attestation signed by a high-ranking, authorized official (such as, superintendent or designee) as to the accuracy of the information and representations that form the basis for the request, including, at a minimum, an attestation that under the proposed late liquidation and/or accounting adjustments.

The authorized official submitting the request must be the LEA's Chief School Officer or the LEA's Chief Financial Officer. In appropriate circumstances, the Department may require an audit by an independent auditor or other review of the late liquidations and/or accounting adjustments as a condition of approval of the grantee's request.

## Appendix D: Late Liquidation Memo Sample

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Entities can create a late liquidation memo following this sample format. Submit on letterhead with a signature. Email Administrative change to [indian.education@ed.gov](mailto:indian.education@ed.gov).

Date:

To:

From:

Name:

Title:

Entity Name:

PR#

DUNS #:

Subject: Late Liquidation Request from LEA

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I am requesting your consideration for a late liquidation of funds \$XXXXXX from award S060A1XXXXX.

### Background/Justification

[Describe why a late liquidation is needed.]

### Request

This LEA is requesting a late liquidation from award S060A1XXXXX totaling \$XXXXXX. (Explanation). An expense report is included as an attachment as documentation of expenditures. We have established accounting measures in place to ensure that all grant funds will be executed in a timely manner.

Thank you in advance for your consideration of this manner.

Contact:

Name

Title

Address

Email:

Phone Number

Attachments: (List)

## Appendix E: Close Out Attachment

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This is a sample of a close out letter that you will receive at the end of a grant cycle if \$100 or more is remaining. This will officially close the grant.

October 29, 2015

Dear Superintendent/Principal

The U.S. Department of Education is requesting your signature on the statement below in order to officially close out the fiscal year 2014 award for your Indian Education Formula Grant program and return the balance in your account to the U.S. Treasury. Your immediate response is requested.

This statement can be sent by scanning the signed document and submit via e-mail response to this message. Please email document to [indian.education@ed.gov](mailto:indian.education@ed.gov). Thank you.

PR Award #: S060A14

2014 Grant Award: \$

Award Balance: \$

SCHOOL DISTRICT requests that the Department of Education close out the 2014 Indian Education Formula Grant noted above.

\_\_\_\_\_  
Signature and Title of School Superintendent  
or Other Authorized Official

\_\_\_\_\_  
Date Signed

## Appendix F: APR Checklist

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1. Did you investigate all of the Getting Started documents? Yes \_\_\_ No\_\_\_
2. Did you insert complete information for both the Project Director and Authorized Representative of the Applicant Agency? Yes \_\_\_ No\_\_\_
3. Did you provide the target population and total served for each activity/service? Yes \_\_\_ No\_\_\_
4. Does each target population have a total? Yes \_\_\_ No\_\_\_
5. Did you include a summary of project activities and services in the comment section? Yes \_\_\_ No\_\_\_
6. Does the summary include strengths, weaknesses, and challenges of activities and services? Yes \_\_\_ No\_\_\_
7. Did you identify objective results and give an explanation? Yes \_\_\_ No\_\_\_
8. If an objective was not met, did you describe the steps for improvement? Yes \_\_\_ No\_\_\_
9. Do you have assessment data for both mathematics and reading? Yes \_\_\_ No\_\_\_
10. Did you complete tables for attendance and graduation data (if applicable)? Yes \_\_\_ No\_\_\_
11. Did you verify the budget table with G5 and your budget officer? Yes \_\_\_ No\_\_\_
12. Is your justification in the budget comment section valid? Yes \_\_\_ No\_\_\_
13. Have you read the technical assistance questions carefully? Yes \_\_\_ No\_\_\_
14. Is your certifying official user or managing user prepared to certify your APR? Yes \_\_\_ No\_\_\_
15. Did you print and save a copy of the final APR? Yes \_\_\_ No \_\_\_