



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

OFFICE OF ACADEMIC IMPROVEMENT

March 2018

Dear Native Hawaiian Education (NHE) Project Director:

PROGRAM

As you are aware, Sections 75.118 and 75.590 of the Education Department General Administrative Regulations (EDGAR) requires recipients of multi-year discretionary grants to submit an Annual Performance Report (APR) to determine if substantial progress has been made to the scope and objectives established in the approved application and any approved amendments.

In Fiscal Year (FY) 2018, two performance reports are required. The **first** performance report required, a Semi-Annual Performance Report (SAPR), is due on **May 4, 2018**. For the SAPR, using ED 524B, please provide a brief update on progress towards meeting project objectives. If your budget burn rate is slower than expected, please provide a narrative explanation for the slow drawdown of funds and a plan for executing those funds (request to carry over funds) (see Sample Budget below). The SAPR must be submitted via G5. You can access G5 through ED's G5 portal page by using the following web site: <http://www.g5.gov>. Please follow the instructions on ED 524B Forms (Section A) Executive Summary and (Section B) Project Status.

The **second** performance report required is an Annual Performance Report (APR) due **September 28, 2018**. The APR should include a full update on progress towards meeting goals and objectives for the current twelve month budget period and should provide data for the required GPRA measures. Other pertinent data that was not included in the SAPR should be provided in the APR.

SAMPLE BUDGET – Submit with SAPR

Category	Year 3 Approved Budget (plus carryover from Year 2)	Year 3 – Actual Expenditures through 04/30/18	Year 3 – Planned expenditures anticipated through 9/15/18	Requested carryover into Year 4
Personnel	\$76,000	\$54,000	\$8,000	\$14,000

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The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

Fringe	\$12,000	\$3,000	\$1,000	\$8,000
Travel	\$24,000	\$1,500	\$2,500	\$20,000
Equipment	\$10,000	\$2,000	\$0	\$8,000
Supplies	\$1,900	\$1,900	\$0	\$0
Contractual	\$70,000	\$38,000	\$22,000	\$10,000
Other	\$200,000	\$100,000	\$0	\$100,000
Total Direct Costs	\$393,900	\$200,400	\$33,500	\$160,000
Indirect Costs – 8%	\$28,000	\$24,500	\$3,500	\$0
Total Costs	\$421,900	\$224,900	\$37,000	\$160,000

➤ **Narrative Explaining Expenditures**

- Please describe expenditures by line item.

➤ **Narrative Explaining Carryover Request**

- Please provide an explanation for your carry over request by line item.
- Where there is 50%, or more of the approved budget requested to be carried over, please explain why funds were not expended in a timely manner.

Additionally, ED requires that your Authorized Representative sign/date/scan the SAPR cover page to their assigned ED Program Officer, within three business days after your electronic submission. ED Program Officers are able to review your SAPR as soon as you submit it through e-Reports, but cannot process the continuations without the coversheet.

GPRA

You are required to report on the Government Performance and Results Act (GPRA) measures for the Native Hawaiian Education Program. The GPRA Measures for the Native Hawaiian Education Program are:

- **Proficiency Measure** - The percentage of Native Hawaiian students in schools served by the program who meet or exceed proficiency standards for reading, mathematics, and science on the State assessments;
- **Early Childhood Measure** - The percentage of Native Hawaiian children participating in early education programs who consistently demonstrate school readiness in literacy as measured by the Hawaii School Readiness Assessment (HSRA);

- **High School Measure** - The percentage of students in schools served by the program who graduate from high school with a high school diploma in four years; and
- **Hawaiian Language Measure** - The percentage of students participating in a Hawaiian language program conducted under the Native Hawaiian Education Program who meet or exceed proficiency standards in reading on a test of the Hawaiian language. All grantees will be expected to submit an annual performance report addressing these performance measures, to the extent that they apply to the grantee's project.

It would be very helpful if you would use the format below or a similar format to submit the required information for the Student Achievement and Retention Measure (name of school, address, NCES ID # for the school, grade level and number of students served).

[insert name of School District]																
School Name/Address/NCES ID #	K	1	2	3	4	5	6	7	8	9	10	11	12	Total K-12T10	11	12
Insert school name and address NCES ID # [insert info]	4	10	12	3	5	12	22	0	0	0	0	0	0	68	2	8
Insert school name and address NCES ID # [insert info]	0	0	0	0	0	0	0	0	0	38	36	32	22	128	33	22
Total Students Served	314															

Please visit the program website at <http://www.ed.gov/programs/nathawaiian/performance.html> for complete instructions and guidance on how to complete this portion of the APR. If GPRA measures do not apply to your project, please include the following statement in the APR: "GPRA measures do not apply, due to the nature of this project."

If you experience problems while processing your APR through e-Reports, G5 hotline staff is available to assist you. The hotline can be reached by calling the following toll free number:

(888)336-8930 or TTY: (855) 333-2807 with the following hours of operation: 8a.m. - 6p.m.
EDT time Monday through Friday.

We look forward to learning more about your progress during this performance period.
Feel free to contact me with any questions: Joanne Osborne at 202-401-1265 or at
Joanne.Osborne@ed.gov.

Best,

A handwritten signature in black ink that reads "Joanne Osborne". The signature is written in a cursive, flowing style.

Joanne Osborne
Native Hawaiian Education Program

Attachments:

ED 524B Form Cover and Summary
ED 524B Form Status
ED 524B Form NHE GPRA
ED 524B Instructions
GPRA Guidance