



OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
ACADEMIC IMPROVEMENT AND TEACHER QUALITY PROGRAMS

March 2013

Dear 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.

Your (APR) for 2012-2013 is due to the U.S. Department of Education (ED) on **May 17, 2013**. The APR should address the objectives outlined in your application. The performance reporting dates start from the beginning of your previous budget period through April 30, 2013. Grantees must submit their APR 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 Form (Section A) for reporting.

GPRA

Additionally, 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:

- (1) 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;
- (2) 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);

(3) The percentage of students in schools served by the program who graduate from high school with a high school diploma in four years; and

(4) 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.

Your ED Program Officer will work with you to ensure accurate and complete data are submitted. Please visit the program website at <http://www.ed.gov/programs/nathawaiian/performance.html> for instructions and guidance on how to complete this portion of the APR.

A supplemental report is due **August 16, 2013**. This report should finalize any GPRA indicators and other pertinent data that was not available prior to making the continuation award. You will be notified at a later date on how to submit the supplemental report.

The chart below summarizes the various instances when information might not be included (or fully included) in your performance report. The information you submit allows ED to collect performance data in a more uniform and consistent format so that we can more easily aggregate data to determine what type of progress a grantee, and the program as a whole, is making:

Not complete at the time of the performance report due date (but is something you can and are collecting)	Submit the partial data on the performance report and send in the completed data by <b>August 16, 2013</b> to your ED Project Officer
Not available for your project because you have not been collecting this type of data (but it is something that applies to your program and is something you can collect)	Begin collecting the data for future performance reports and make a note on the performance report the next date that the data will become available
Not complete because some, but not all, of the measures apply to the type of project you administer	Submit the data on the indicators that apply to your project, and explain in the report why the measure does not apply
Not available because none of the measures applies to the type of project you administer	Report on your project objectives <u>only</u> . <b><u>Include a statement in your APR that verifies Due to the nature of the project objectives, GPRA measures are not applicable to this project.</u></b>

## **BUDGET**

In addition to reporting on progress towards program objectives, we ask that you submit a detailed budget of current year expenditures with four columns: approved, expended, difference, anticipated unexpended [by the end of the budget period]. You may show the budget information on the ED524B or your program's internal budget tracking document. If you do not anticipate any budget changes or carryover from the current year into the next project year, **please include a statement in the APR indicating that there are no anticipated budget changes or anticipated carryover.**

Additionally, ED requires that your authorized representative sign/date/scan the APR cover page to me at the e-address below, within three business days after electronic submission of your report. ED Program Officers are able to review your APR as soon as you submit it through e-Reports, but cannot process the continuations without the coversheet.

If you have any problems while processing your APR through e-Reports, 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.

For questions, please contact Joanne Osborne at 202-401-1265 or at [Joanne.Osborne@ed.gov](mailto:Joanne.Osborne@ed.gov).

Best,  
Joanne Osborne  
Program Manager  
Native Hawaiian Education Program