

SPDG APR Overview

Jennifer Coffey, PhD

SPDG Program Lead

February 4, 2021

Today's Agenda

- ▶ Completing your APR during COVID
 - ▶ Guidance Document
- ▶ Program Measures Overview
 - ▶ GPRRA Considerations
- ▶ APR How-to's





Completing your APR during COVID

New Guidance Document:

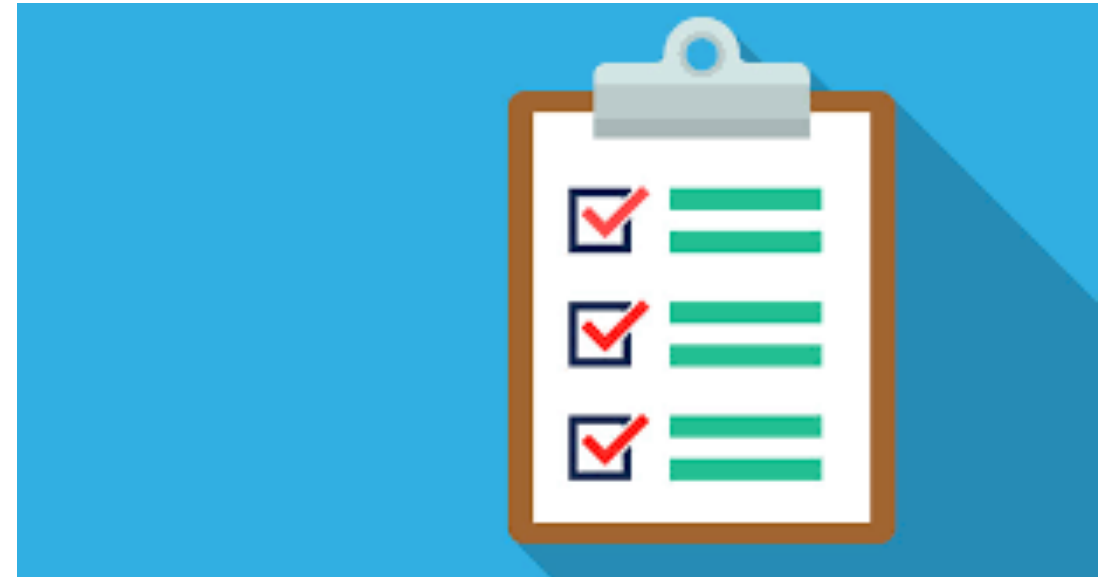
http://www.signetwork.org/content_page_assets/content_page_357/SPDG_APR_Guidance_2020-2021a.pdf



Program Measures Overview

Rubric B

- ▶ http://www.signetwork.org/content_page_assets/content_page_205/Rubric_B.pdf



Resources

http://www.signetwork.org/content_pages/205

NEW Evidence-based Professional Development Components Worksheet (Posted 1/26/16)

Worksheet Exemplar. GA SPDG (Posted 9/19/2018)

Rubric A: SPDG Evidence-based Professional Development Components Rubric (Posted 1/15/15)

Exemplar Continuation Reports

2016 Kansas Exemplar Annual Performance Report (posted 2/2018)

2016 Alabama Exemplar Annual Performance Report (posted 2/2018)

Exemplar Final Report

Alabama Exemplar Final Report (posted 2/2019)

Recent Program Measures Guidance (3/27/2014)

Guidance for Measure 1 (PDF)

Guidance for Measure 2 (PDF)

Guidance for Measure 3 (PDF)

Guidance for Measure 4 (PDF)

Rubric B (PDF)

Recent Program Measures Guidance, Event Recording

Recent Program Measures Guidance Presentation (PDF)

GPRA Measure - Evidence-based Professional Development

- ▶ **Program Measure 1:**
Projects use of evidence-based professional development practices to support the attainment of identified competencies.



Components to Highlight

D(3) Performance Assessment: Implementation fidelity and student outcome data are shared regularly with stakeholders at multiple levels (SEA, regional, local, individual, community, other agencies).

E(2): Leadership at various education levels (SEA, regional, LEA, school, as appropriate) analyzes feedback regarding barriers and successes and makes the necessary decisions and changes, including revising policies and procedures to alleviate barriers and facilitate implementation

D3 (*Sharing Fidelity & Outcomes Data*) Considerations

- ▶ Description of the feedback loop
- ▶ Description of how fidelity data inform modifications to implementation drivers



E2
*(Approaching
Challenges
with Changes
to Policies &
Procedures)*
Considerations

Description of processes for collecting, analyzing, and utilizing data

Description of changes to policies and procedures

Sufficient description

Relevant description

- ▶ Review exemplar worksheet from Georgia:
http://www.signetwork.org/content_pages/205
- ▶ Use **the appropriate** EB-PD Worksheet
 - ▶ 2015, 2016, and 2017 SPDG grantees use this worksheet:
http://www.signetwork.org/content_page_assets/content_page_205/EB-PD_Worksheet_with_Bullets.pdf
 - ▶ 2020 SPDG grantees use this worksheet:
http://www.signetwork.org/content_page_assets/content_page_205/Revised_Worksheet_for_New_Grantees.pdf
- ▶ Have a SPDG “novice” review your worksheet (*good use of interns/doc students*)
 - ▶ Or have another State review!

Completing your EB-PD Worksheet

GPR Measure - Improving Implementation




- ▶ Program Measure 2: Projects that meet benchmarks for improvement in implementation of SPDG-supported practices over time.

Considerations

Be clear about the fidelity measure you used.

How will the reviewers know it's a fidelity measure?



If your fidelity measure is a self-assessment, describe 20% external observation reliability check, if possible.

If it's not a self-assessment make that clear in your description.



Setting next year's targets... are your targets appropriate?



Setting Targets

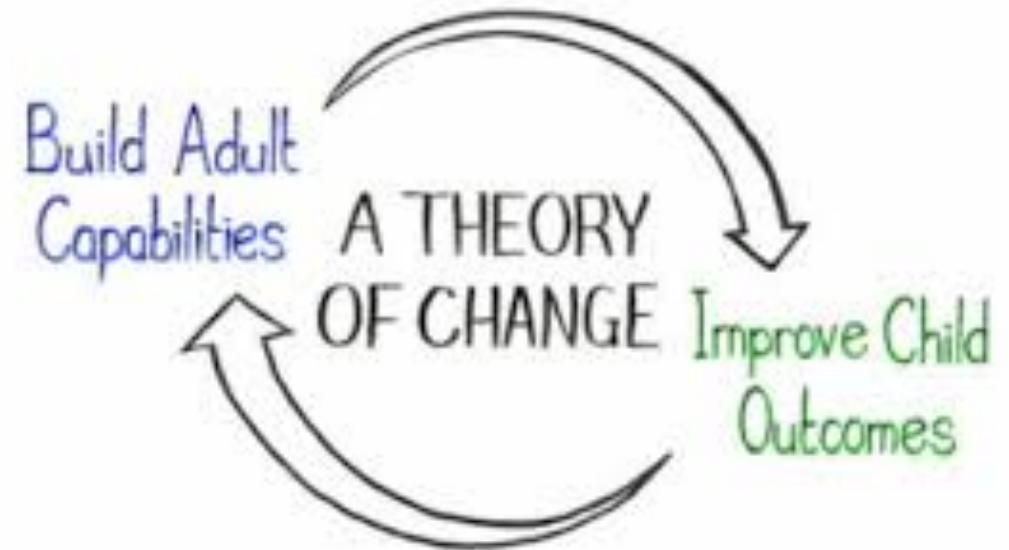
- ▶ Challenging but achievable
- ▶ Analyzing your history and the outcomes other initiatives are experiencing.
- ▶ Set the target for your out-years
 - ▶ Work with your Project Officer
 - ▶ Targets can be changed

GPRRA Measure - Sustaining Implementation

- ▶ **Program Measure 3: Projects meet targets for the use of funds to sustain SPDG-supported practices.**

Program Measure 5 - Child Outcomes

- ▶ Projects improve child outcomes
- ▶ This measure is required only for grantees that began their project in FY 2020.
- ▶ Determining baseline and targets will be the work of this and the following year.





Overall APR Considerations

Submitting your Program Measures

Please submit your draft **Program Measures** to your Project Officer by April 16th, 2021 for review. You do not need to submit your Project Measures, only your Program Measures.

Overall APR Considerations

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the slide, creating a modern, layered effect. The text 'Overall APR Considerations' is positioned on the left side of the slide in a clean, sans-serif font.

Large Available Balances (LAB)



You will receive an email if you have a LAB.



You will need to complete the SF-424 financial form and attach it to your APR in G5.



Note that the financial form is shown for every grantee, but only those who are notified must include it with their APR.



In APR Section B, please provide a strong description of reasons you have not been able to spend down your funds and your plans to do so going forward.

GRANTEE REPORTING REQUIREMENTS

- Annual Performance Report
- Final Performance Report



U.S. Department of Education
Grant Performance Report Cover Sheet (ED 524B)

OMB No. 1894-0003
 Exp. 04/30/2014

Check only one box per Program Office instructions.

Annual Performance Report Final Performance Report

General Information

1. PR/Award #: _____ 2. Grantee NCES ID#: _____
(Block 5 of the Grant Award Notification - 11 characters.) (See instructions. Up to 12 characters.)

3 Project Title: _____
(Enter the same title as on the approved application.)

4. Grantee Name (Block 1 of the Grant Award Notification): _____

5. Grantee Address (See instructions.) _____

6. Project Director (See instructions.) Name: _____ Title: _____
 Ph #: () _____ - _____ Ext: () _____ Fax #: () _____ - _____
 Email Address: _____

Reporting Period Information (See instructions.)

7. Reporting Period: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)

Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period <i>(For Final Performance Reports only)</i>		

Indirect Cost Information (To be completed by your Business Office. See instructions.)

9. Indirect Costs

- a. Are you claiming indirect costs under this grant? Yes No
- b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government? Yes No
- c. If yes, provide the following information:
 Period Covered by the Indirect Cost Rate Agreement: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)
 Approving Federal agency: ED Other (Please specify): _____
 Type of Rate (For Final Performance Reports Only): Provisional Final Other (Please specify): _____
- d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
 Is included in your approved Indirect Cost Rate Agreement?
 Complies with 34 CFR 76.564(c)(2)?

Human Subjects (Annual Institutional Review Board (IRB) Certification) (See instructions.)

10. Is the annual certification of Institutional Review Board (IRB) approval attached? Yes No N/A

Performance Measures Status and Certification (See instructions.)

11. Performance Measures Status

- a. Are complete data on performance measures for the current budget period included in the Project Status Chart? Yes No
- b. If no, when will the data be available and submitted to the Department? ____/____/____ (mm/dd/yyyy)

12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

 Name of Authorized Representative: Title: _____

 Signature: Date: ____/____/____

ANNUAL PERFORMANCE REPORTS

Reporting Period:

For first year grants, the date is the beginning (i.e., start date) of the project though February 28th.

For grants in years 2-5, it is the date from the end of the previous reporting period (March 1st, 20--) through February 28th, 20--.

Reporting Period Information *(See instructions.)*

7. Reporting Period: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)

Budget Expenditures *(To be completed by your Business Office. See instructions. Also see Section B.)*

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds <i>(Match/Cost Share)</i>
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period <i>(For Final Performance Reports only)</i>		

ANNUAL PERFORMANCE REPORTS

Budget Expenditures:

Must be data or information from the business or grants office.

Report expenditures through the end of the “Reporting Period”.

Reporting Period Information *(See instructions.)*

7. Reporting Period: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)

Budget Expenditures *(To be completed by your Business Office. See instructions. Also see Section B.)*

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds <i>(Match/Cost Share)</i>
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period <i>(For Final Performance Reports only)</i>		

ANNUAL PERFORMANCE REPORTS

Performance Measure Status:

- This will be checked “No” for all performance reports. The APR contains data for **the reporting period**.
- The date entered here will be the due date for your Final Performance Report, which is 90 days after the end of the grant.
- Signatory must have authority to sign on behalf of the institution since the grant is from the Department to the institution and not to an individual. (This person is typically not the Project Director).

Performance Measures Status and Certification (See instructions.)

11. Performance Measures Status

a. Are complete data on performance measures for the current budget period included in the Project Status Chart? ___ Yes ___ No

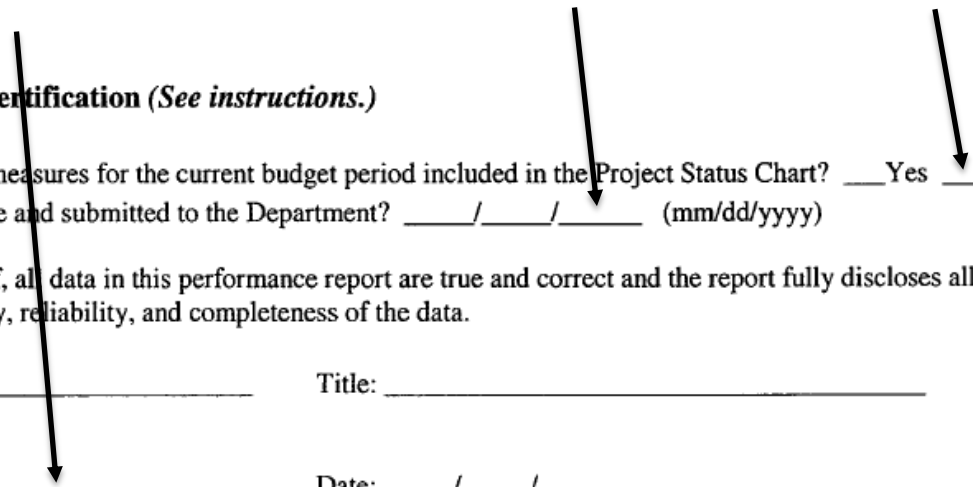
b. If no, when will the data be available and submitted to the Department? ____/____/____ (mm/dd/yyyy)

12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

Name of Authorized Representative: Title: _____

Signature: Date: ____/____/____

ED 524B Page 1 of 5



EXECUTIVE SUMMARY SHEET



**U.S. Department of Education
Grant Performance Report (ED 524B)
Executive Summary**

OMB No. 1894-0003
Exp. 04/30/2014

PR/Award# (11 characters): H325 - - - - -

(See Instructions)

*** Provide highlights of the project's activities and the extent to which the expected outcomes and performance measures were achieved during the reporting period. Do NOT include the project abstract.

PROJECT STATUS CHART



**U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart**

OMB No. 1894-0003
Exp. 04/30/2014

PR/Award # (11 characters): H325 - - - - -

SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)


1. Project Objective Check if this is a status update for the previous budget period.

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

PROJECT STATUS CHART

 **U.S. Department of Education**
Grant Performance Report (ED 524B)
Project Status Chart

OMB No. 1894-0003
Exp. 04/30/2014

PR/Award # (11 characters): H325 - - - - -

SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)

1. Project Objective Check if this is a status update for the previous budget period.

Enter one of the project's objectives; on subsequent pages, you will enter additional project objectives as submitted in your grant application.

PROJECT STATUS CHART

Enter the **PROGRAM** performance measure(s) that align with the objective immediately followed by any **PROJECT** measure(s) developed to address that program measure.

Enter any additional **PROJECT** performance measures that show you are measuring progress toward meeting the objective (e.g., 1c., 1d.,).

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

PROJECT STATUS CHART

Here you identify if the performance measure is a PROGRAM measure, “PRGM,” or a PROJECT measure, “PROJ.”

1.a. Performance Measure	Measure Type	Quantitative Data					
	PRGM	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
		/				/	

1.b. Performance Measure	Measure Type	Quantitative Data					
	PROJ	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
		/				/	

Note: **Program** measure refers to one of the SPDG shared performance measures for the Professional Development Program. **Project** measures are unique to your grant.

PROJECT STATUS CHART

Quantitative data:

Depending on your measure, enter either a raw number or a ratio and percentage. Enter the target number identified in the performance measure and then the actual data for this year. If complete data are not available for the measure, enter actual data for the reporting period and provide an explanation at the bottom of the page.

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
		8	/		6	/	

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			10 / 10			5 / 10	50

INFORMATION TO INCLUDE IN THE EXPLANATION OF PROGRESS SECTION

- Describe the data provided (e.g., what data collection methods were used, when were the data collected, how was a sample drawn, are there missing/incomplete data, what was the response rate, was a reliability measure taken). **Your Project Officer should be able to understand and interpret the numbers in the chart from your description in this section.**
- What changes in the data occurred since last APR (i.e., trend)?
- What activities were undertaken to achieve the targets?
- If targets were not met, what are possible reasons?
- How will activities that failed to meet targets be improved?



**U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart**

OMB No. 1894-0003
Exp. 04/30/2014

PR/Award # (11 characters): H325-----

SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)

1. Project Objective Check if this is a status update for the previous budget period.

Provide learning opportunities that allow scholars to succeed as faculty in higher education.


Explanation of Progress (Include Qualitative Data and Data Collection Information)

			/			/	
--	--	--	---	--	--	---	--

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

FINAL PAGE OF THE REPORT

	<p align="center">U.S. Department of Education Grant Performance Report (ED 524B) Project Status Chart</p>	<p align="right">OMB No. 1894-0003 Exp. 04/30/2014</p>
		<p align="right">PR/Award # (11 characters): H325 - - - - -</p>
<hr/> <p>SECTION B - Budget Information (See Instructions. Use as many pages as necessary.)</p>		
<hr/> <p>SECTION C - Additional Information (See Instructions. Use as many pages as necessary.)</p>		

Section B: Refer to the instructions for Section B with the ED 524B

Section C: Refer to the instructions for Section C with the ED 524B—put attachments here (e.g., recruitment material, evaluation instruments, journal articles)

SECTION B – BUDGET INFORMATION

THIS SECTION IS NEVER BLANK!

- A. Actual expenditures for reporting period.
- B. Provide an explanation if you did not expend funds at the expected rate.
- C. Describe any significant changes to your budget resulting from modifications to project activities.
- D. Describe any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives.
- E. Do you expect to have any unexpended funds at the end of the current budget period? (Explain why, provide an estimate, and indicate how you plan to use the unexpended funds [carryover] in the next budget period.)
- F. Describe any anticipated changes in your budget for the next budget period that require prior approval from the Department.

SECTION C – ADDITIONAL INFORMATION

- If applicable, please provide a list of current partners on your grant and indicate if any partners changed during the reporting period. Please indicate if you anticipate any change in partners during the next budget period. If any of your partners changed during the reporting period, please describe whether this influenced your ability to achieve your approved project objectives and/or project activities.
- Describe any changes that you wish to make in the grant's activities for the next budget period that are consistent with the scope and objectives of your approved application.

SUBMITTING THE ED 524B

- Submit the ED 524B at <http://www.g5.gov/> (there are instructions for using G5 in the continuation packet)
- A signed ED 524B Cover Sheet must be uploaded in G5.
- Refer to the Final Performance Report sections in the Grant Performance Report Instructions if you are submitting your final report.
- Contact your project officer for reporting requirements during a no-cost extension period.

Contact your OSEP Project Officer
with any questions!

WHY IS THIS IMPORTANT?

HIGH-QUALITY OBJECTIVES & MEASURES:

Make it easier for you to measure your progress

Allow you to report progress easily and quantitatively

Establish targets (both short-term/annual and long-term)

Allow OSEP staff to gather evidence of program effectiveness

PERFORMANCE MEASURES ARE:

Measurable indicators used to determine how well objectives are being met.

How will progress be assessed?

How much progress will constitute success?

How will it be known if an objective or part of an objective has been achieved?

TYPES OF PERFORMANCE MEASURES

Program

Measures established by OSEP for the Personnel Development program. These include measures established for reporting to Congress under the Government Performance and Results Act of 1993.

TYPES OF PERFORMANCE MEASURES

Project Measures

- Measures that the grantee establishes to meet their project objectives
 - Project performance measures can address both the **process** of working towards an objective and the **outcome** related to meeting the objective
 - Ensure a mix of both process and **outcome** measures

HIGH-QUALITY PERFORMANCE MEASURES

High-quality performance measures show:

- **What** will change.
- **How much** change you expect.
- **Who** will achieve the change.
- **When** the change will take place.

COMMON PROBLEMS

- ❑ Activities are **NOT** performance measures
- ❑ If the best response is “Yes, we did that,” it is likely an activity (not a performance measure)
- ❑ Examples of activities:
 - ❑ Training a certain number of sites
 - ❑ Hold an Advisory Board meeting quarterly
 - ❑ Establish a mentoring program
 - ❑ Evaluate the project
- ❑ Performance measures need to be measurable

SUMMARY

- Projects should have a few clear objectives that explain what the project is doing to support their overall goal(s)
- Each objective should have a few, specific performance measures to demonstrate how progress toward meeting the objective is being measured