

POST-AWARD PERFORMANCE CONFERENCE

Award#

Grantee Name

Project Officer:
Project Officer Name

Note: This slide deck was prepared by the project officer for the purposes of organizing a discussion and sharing resources with the grantee and is not an official publication of Department of Education. Grantees should refer to their GAN and EDGAR for official policies and requirements.

Agenda

- Welcome and Introductions
- Key Personnel, Partners, & Communication
- G-5 & GANs
- Project Overview & Plans
- Budget Management
- Project Evaluation & Reporting Requirements

- Project Management & Timelines
- Training & Technical Assistance Resources
- Questions & Next Steps

Note: Grantees are not permitted to make changes in project scope or objectives during the conference discussion (except as recommended by reviewers and with approval of PO).

Welcome & Introductions



Purposes of this Conference

- Mutual understanding of:
 - Expected performance outcomes
 - Measures for assessing project progress and results
- Clarify the frequency and methods of monitoring and ongoing communication between ED and grantee
- Discuss other technical assistance (TA) that ED and others can/will provide
- Review and clarify specific regulatory and statutory requirements affecting performance
- Review and clarify budget issues or concerns

Purpose of OSEP State Personnel Development Grant (SPDG) Program

The purpose of the SPDG is to:

- assist State educational agencies (SEAs) in reforming and improving their systems for personnel preparation and professional development in early intervention, educational, and transition services to improve results for children with disabilities.

Key Personnel, Partners, & Communication



Department-specified Roles and Responsibilities

- Project Officer (PO) **Add Name**
 - Primary Contact for OSEP / ED; accountable for the work and funds
- Project Director (PD) **Add Name and FTE**
 - Confirm % FTE that PD will work on this grant.
 - Prior experience and current work on other discretionary grants funded by OSEP ED, and/or other federal agencies?
- Authorized Representative (aka Certifying Representative) **Add Name**
 - Enters legally binding agreements on behalf of fiscal agent
 - Supports PD in administration of grant
- Verify on GAN / G5



Verify GAN / G₅

- (screen shots from G₅)

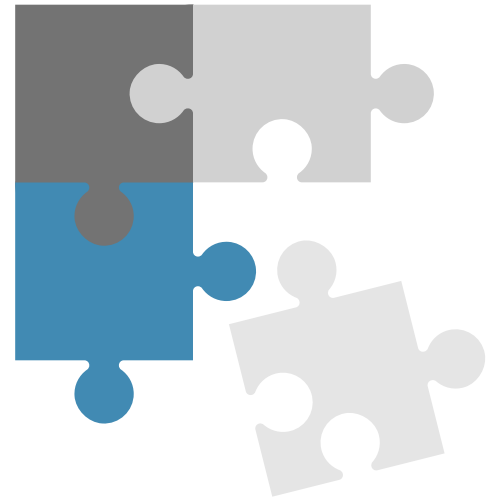
- (screen shots from G₅)

Other Key Personnel

- List any personnel or additional contacts listed in grant file in G5 other than Project Director
- List on the record anyone with .25 FTE or more on grant
- Clarify each person's roles, responsibilities, and FTE assigned on to this grant
- Confirm name and contact information (email) for each person

Policies and Procedures for Requesting Changes in Key Personnel

- Prior approval is needed when --
 - there is a change in PD
 - there are changes that result in a substantial reduction in time (FTE) for someone (e.g., PD, key personnel)
 - the availability of PD is limited (e.g., sabbatical, extended illness)



Partners and Partnerships

- Schools and other settings supporting project as field experiences?
 - **List schools and practicum site partners from application**
- University programs that are involved in or could support the grant?
 - **Any suggested programs/partners**
- OSEP-funded projects and other federal resources
 - National centers and other family engagement partners
 - TA&D Centers
- Opportunities to collaborate and network with other grantees
 - OSEP Conference (July)
 - SPDG National Meeting (October)

Communication

- Expectations for communication:
 - Preferred modes
 - Frequency of contact
- Please use your grant PR/Award Number in subject line of all e-mails.



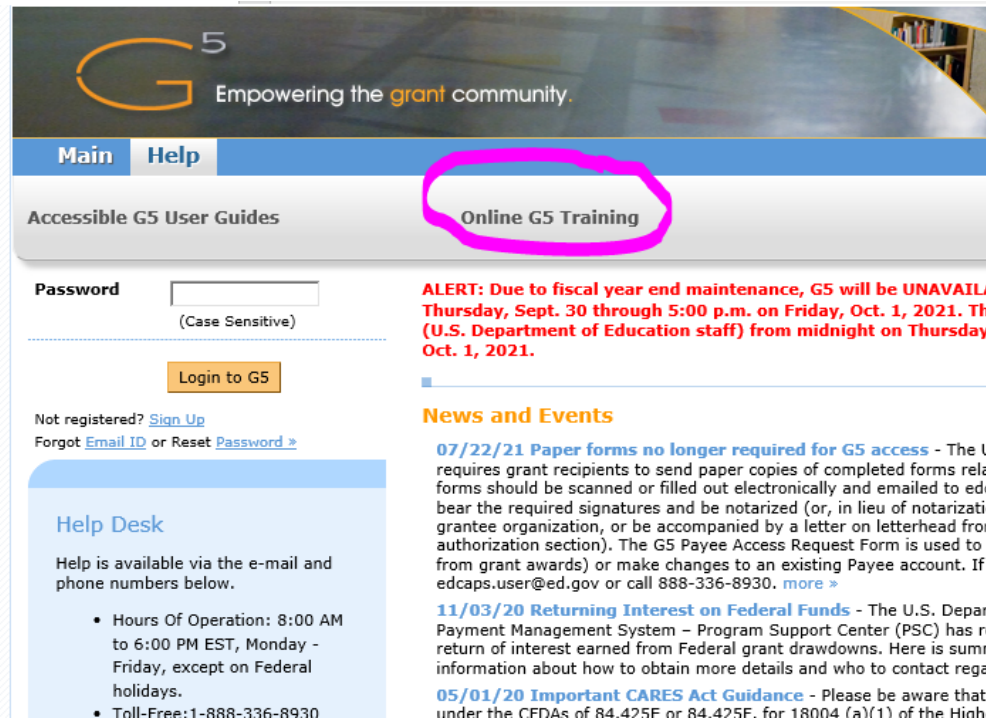
G5 & GANs

ED's Grant
Management System

G5 supports grantees to...

- Identify and make requests for administrative actions (which will be completed, if approved, by the project officer)
- Request payments and access to their grant funds
 - Account was established at the financial institution designated in the application (DUNS number).
 - Drawdowns are made by the grantee through G5. Payment procedures are outlined in 2 CFR § 200.305.
- Monitor your federal funds (do not delegate that authority to others!)

G5 Tutorials



- Recommend using Internet Explorer browser (if possible)
- If the online training is not cooperating, you can access the text-only version using the "Accessible G5 User Guides" link (works in most browsers)
- Monitor G5 homepage for notices of scheduled down time as well as operating hours and contact information for the Help Desk

Project Officers use G5 for monitoring...

- Excessive drawdowns
 - Exceeding the amount of money necessary to meet the immediate cash needs of your grant
- Large Available Balances (LABs)
 - If you are identified as having a potential LAB, your project officer will ask for additional information including your anticipated carry-over and how you expect to spend-down the carry-over funds.
- G5 is the system through which Annual Performance Reports (APRs) are submitted by Project Directors.
 - Get access to G5 for those who need it; access is based on role(s)
 - Help desk is available, and grantees can also contact PO for technical issues

Information found in each section (box) of the GAN

- Box 1-4: Basic award information, verify that this is correct
- Box 5: Key Personnel, verify that this is correct
- Box 6: Award Periods (Budget, Performance Periods)
- Box 7: Authorized Funding (future budget period amounts are proposed but not authorized)
- Box 8: Administrative Information
- Box 9: Legislative and Fiscal Data
- Box 10: Terms and Conditions, including applicable regulations and special conditions

Information found in Box 10

1. The “rules” that govern your grant, including your application, applicable regulations, and the terms and conditions of the GAN
2. Subaward rules
3. Adarand v. Peña Supreme Court decision – must not use race/ethnicity/national origin in selection of personnel or scholars
4. Indirect cost rate maximum
5. Regulations regarding awards/subawards to faith-based organizations
6. Indirect cost rate agreements
7. Service obligation requirements (pre-scholarship agreements and exit agreements)
8. **Risk mitigation plan: Due 30 days from receipt of award**

Please note in your GAN special condition 8: “Projected carryover funds greater than 30 percent of the annual award at the end of the budget period ... is one of the factors that may trigger an additional review of the grantee’s expenditures and performance. Such review could impact the grant continuation award, including a possible reduction of continuation funds for the subsequent budget period.”

Information found in attachments

- Performance report requirements (Annual and Final)
- Single audit requirements
- Program Income requirements
- Federal requirements for all federal grantees (not trafficking in persons, Stevens Amendment statutory requirements for disclosing federal funding, prohibition of text messaging and emailing while driving)
- Reporting subawards and executive compensation
- UEI and TIN / SAM registration
- Review of financial management requirements, memos on drawdowns and cash management
- Use of grant funds for conferences and meetings
- Dear Colleague Letter on PDP Pre-Scholarship Agreements and Exit Certification Forms (PDPD CS)

(Attachments are usually only included with Initial GAN and Continuation GANs; other GANs created during the year due to updates like administrative actions will not include the attachments)

Accessing Federal Regulations – [ecfr.gov](https://www.ecfr.gov)

- [2 CFR 200](#) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- [34 CFR 75](#) – Direct Grant Programs (Education)



Official Grant Documents

- OSEP will maintain an official file and grant records in G5.
- Grantees should retain official file and grant records for 3 years following closeout of your grant.

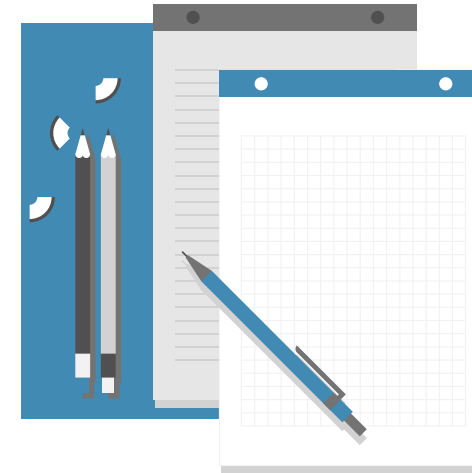


Project Overview & Plans



Overview of the project (Project Director)

- Describe the project as proposed in the approved application
 - Goals
 - Objectives
 - Intended outcomes



Technical Reviews Results and Panel Summary: Strengths

- Strengths from TRFs



Technical Reviews Results and Panel Summary: Weaknesses noted by reviewers

- **Concerns from TRFs**
- Plans to address each area.
- Clarify revisions required (if any) and timelines.

Recommendations from Reviewers

- Recommendations from TRFs

Resources to Support Your Planning

- Logic Model & Theory of Action
 - [Linking Expectations to Evaluations: Using Your Logic Model to Create Your Evaluation Plan](#)
- Stages of Implementation
 - Exploration stage
 - [Hexagon Tool](#)
 - [Initiative Inventory](#)
 - Installation stage
 - [Program Assessment Sustainability Tool](#)
- Advisory Board
 - [Tool](#) to support family members on your Advisory Board
- Getting your Evaluator on board
 - [Hiring a Third-Party Evaluator](#)

Application Requirements

- Must have a contract or subgrant throughout the life of the grant with at least 1:
 - IHE
 - PTI or CPRC
 - LEA
- Attend the OSEP Project Directors' Conference AND the SPDG National Meeting each year
- Ensure your website is accessible – see [resources](#) to support you
- Must use at least 90% of your funds for professional development activities.
 - For an exemplary description of a professional development scope and sequence, please go [here](#).

Budget Management



Budget Management Reminders

- The project director (and other key personnel) are responsible for oversight and management of the federal funds awarded and non-federal matching funds proposed as in the funded application
- 90% of budget over five years must be designated for professional development.
 - In addition, in all years of your grant (including a no-cost extension year) you must contract or subgrant with (a) an IHE, (b) a PTI or CPRC, and (c) an LEA.
- Budget transfers: Transfers for allowable purposes can be made up to 10% of the total (5-year) award without prior approval.
 - If cumulative transfers exceed 10% of the award, project officer must provide approval.
 - Communicate with your project officer about budget changes.
- Always consider if costs are “allowable,” “reasonable,” and “allocable.”

Budget Review

	Planning Year / Year 1	Year 2	Year 3	Year 4	Year 5
Personnel (salary and fringe)					
Travel					
Supplies					
Other					
Indirect					

- Line items of budget; clarify and itemize costs, as needed.

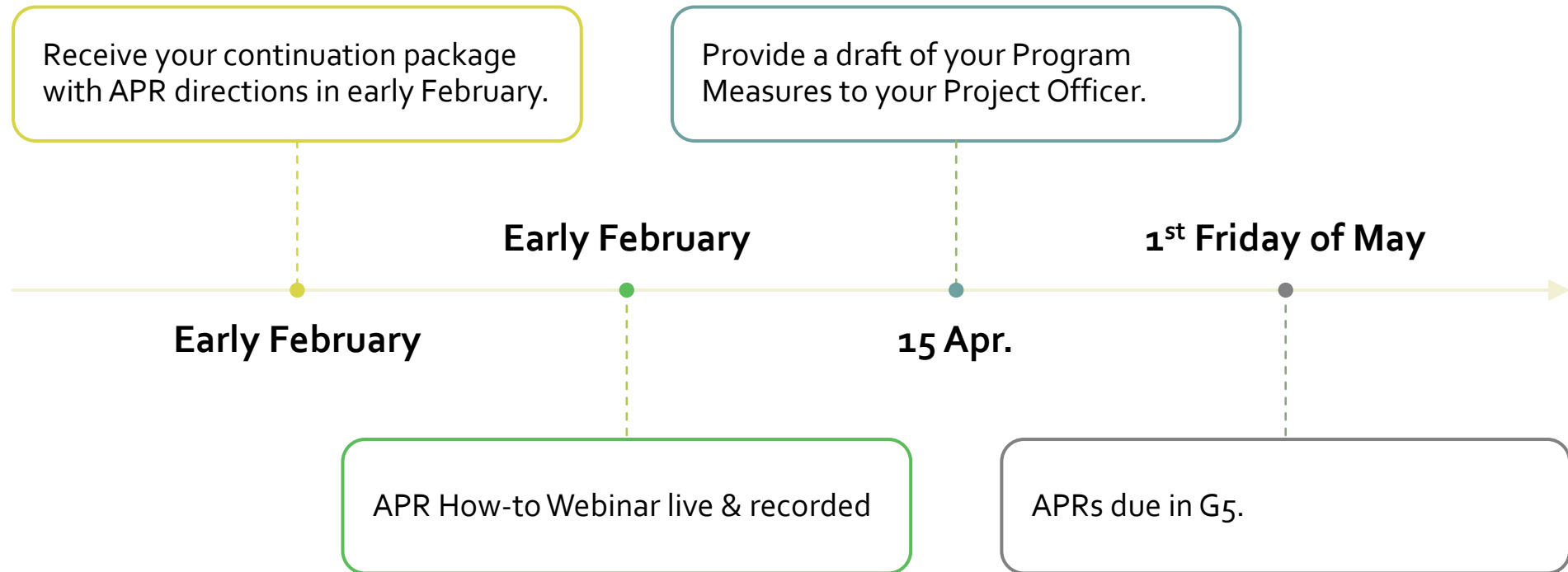
Budget Review

- Expanded Authorities
 - Time extensions (one-time no cost extension)
 - Carry over—first in, first out—use carryover funds before continuation funds.
 - Pre-award costs—pre-award costs incurred 90 days prior to budget period can be reimbursed
- Risks to continuation funding associated with carrying large available balances.

Project Evaluation & Reporting Requirements



Your Annual Performance Report Calendar



However, the 1st year you will provide...

- All draft measures (project & program) to your Project Officer.
 - Review your application for the measures included there.
 - Discuss with your partners (e.g., How will you measure family engagement and how does this affect your work with your PTI/CPRC?).
- The 1st year is an iterative process of shaping your measures in response to your Project Officer's feedback.
- This process is recommended to occur prior to January.

Project plans, Performance Measures, and Methodology

- Review measures for addressing competitive preference(s), if applicable
- **Measures from Application**

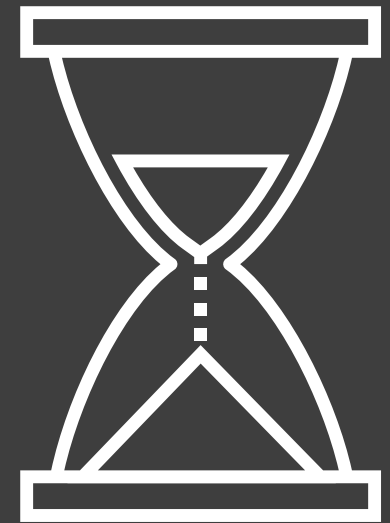
Required PROGRAM Performance Measures (GPRA)

1. Evidence-based professional Development
2. Improving Fidelity
3. Providing ongoing TA (cost measure)
4. Improving outcomes for children with disabilities

Performance Reports

- Reports are submitted in G5
- Annual Performance Report (APR) each year (i.e., early May)
- Final Performance Report (covering all years of project) due no more than 90 days following the end of the award period.
- APR is used to monitor performance for determination of continuation funding. OSEP/ED wants to see you --
 - Demonstrate “substantial progress” on project activities each year.
 - Show responsible use of federal funds.

Project Management & Timelines



Budget Period	Dates
1	10/01/2025 - 9/30/2026
2	10/01/2026 - 9/30/2027
3	10/01/2027 - 9/30/2028
4	10/01/2028 - 9/30/2029
5	10/01/2029 - 9/30/2030

October 2025 – September 2030

- OSEP expects projects to complete in 5 years.
- Please do not plan for a no-cost extension.

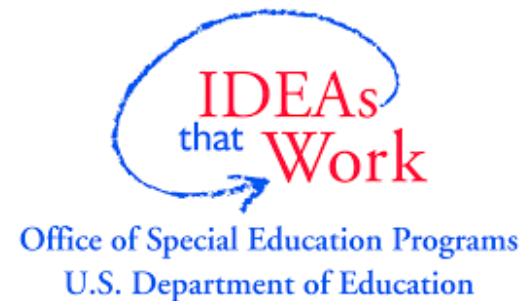
Plans and timelines outlined in application

- (include milestones, person loading charts, or other information for discussion)

Disclaimers required on products/publications and websites, as appropriate (34 CFR §75.620)

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

- Use the OSEP logo, IDEAs that Work, on each document, publication, presentation PowerPoint, etc. to identify your funding source.



Training & Technical Assistance (TA) Resources



Grant Management & Budget Oversight

Training

- Welcome to ED Grants
- Discretionary Grants Administration
- Allowable Costs and Activities
- Internal Controls
- Cash Management
- Subrecipient Monitoring
- Federal Funding Accountability and Transparency Act (FFATA)
- Managing the Procurement Process

National Centers funded by OSEP

List

- CEEDAR Center
 - Innovation Configurations, Pathways, Recruitment & Retention
- NCSI:
 - Coaching, Leading by Convening, Learning Collaboratives
- IRIS Center
 - Modules on just about anything that can be used for your training.
- Inclusion toward Rightful Presence
 - Inclusion implementation guide and fidelity measure.
- NCIL (National Center on Improving Literacy)
 - Training and resources for families
 - Literacy resources for PD
- National Technical Assistance Center on Transition: The Collaborative (NTACT:C)
- ECTA (Early Childhood TA Center)
- NCPMI (National Center for Pyramid Model Implementation)
- PBIS Center

Evaluation Resources

Center to Improve Project Performance CIPP

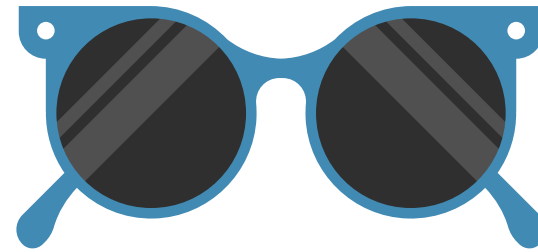
- Data Collection
- Logic Models
- Working with a Third-party Evaluator
- Logic Models

SIGnetwork Resources

- GPRA Methodology tools
- How-to webinars
- Exemplar reports

OSEP Project Directors' Conference

- Attendance by the Project Director required and other team members welcomed.
- Held in the DC area, generally the last week of July or first week of August.

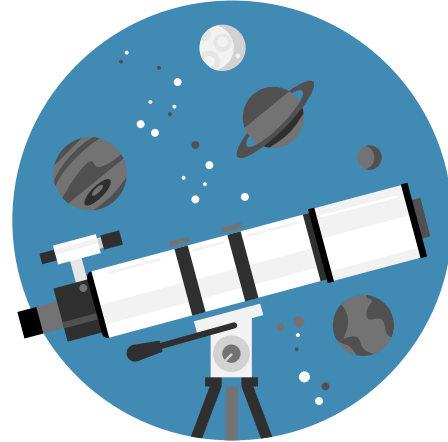


Cross-Project Collaboration

- We provide you with a mentor if you would like one.
- If you name a specific need, we can connect you with a SPDG who can provide an example in that area.
- SIGnetwork communities of practice, workgroups, Directors' Webinars, etc. are an important part of having a SPDG.
 - When you [register](#) you can choose the communities you are interested in taking part in.

Consulting with Your Project Officer

- Email address
- Typical schedule (days of the week, times)
- Etc.



QUESTIONS?

Next Steps after Post-Award Performance Conference
