

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
WASHINGTON, DC 20202-6335**

INDIAN EDUCATION PROGRAMS

Formula Grants to Local Educational Agencies

CFDA Number: 84.060

**Formula Grant
Annual Performance Report (APR)**

Disclaimer

This is a hard-copy representation of the annual performance which is located U.S. Department of Education's *EDFacts* portal. The URL is <http://eden.ed.gov/Survey>. Grantees must complete APR electronically unless they qualify for and request a paper document. Directions are located in the Notice Inviting Application found in the Federal Register.

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for Formula Grant Annual Performance Report 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. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, Lyndon B. Johnson Building, 400 Maryland Avenue, S.W., Room 3W115, Washington, DC 20202-6335.

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

General Instructions for Annual Performance Report (APR)

This package contains instructions and a model of the online Annual Performance Report (APR) for the Formula Grants to Local Educational Agencies Program (CFDA 84.060) which is completed electronically through the EdFacts Submission System(ESS). Recipients of formula grants must submit an APR for each year funding has been approved. 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 determine whether recipients have demonstrated substantial progress. Performance reporting requirements are found in 34 CFR 75.720 and 2 CFR 200.

Purpose

The purpose of the Indian Education Formula Grant program, authorized in Part A, Subpart 1, of Title VII of the Elementary and Secondary Education Act (the Act), is to assist eligible applicants to provide Indian students with the opportunity to meet the same challenging state standards as all other students and meet the unique educational and culturally related academic needs of American Indian and Alaska Native students.

Formula Grant EASIE APR

The method for reporting grant performance for this program is completed online using the EdFacts Submission System for Indian Education. If you need technical assistance in completing the APR, please contact our Partner Support Center (PSC):

U.S. Department of Education Partner Support Center (PSC)
Telephone: 877-457-3336 (877-HLP-EDEN)
Fax: 888-329-3336 (888-FAX-EDEN)
TTY/TDD: 888-403-3336 (888-403-EDEN)
eden_oie@ed.gov

Paper submission

Paper submission is permitted **with pre-arrangement**. If you are a district that arranged to submit a paper form, follow the directions in the Federal Register notice for submitting your APR. Use the forms that you received in response to your request for paper submission, not the sample forms attached to these instructions. For assistance with this process, contact PSC, as shown above.

Deadlines

The APR submitted must address all required information in order to be funded in subsequent grants. The APR consists of the Cover Sheet, Participation Data, Program Performance Data and Budget. **The APR must be submitted electronically between September 16, 2015 - October 16, 2015.**

More information on the APR

Please read the “Dear Colleague Letter” located in the APR Frequently Asked Questions (FAQs), Appendix A from your program office carefully. It contains instructions for completing the APR for the Formula Grant Program. The Getting Started and APR FAQs documents also contain in depth information on how you will report data in the APR.

Grantees can request copies of the SY 2014-15 EASIE applications by emailing indian.education@ed.gov.

Note: For the purposes of this report, the term “project period” is used interchangeably with the term “performance period,” which is found on the Grant Award Notification.

Specific Instructions for Formula Grant APR

Instructions for the APR Coversheet

1. **Grantee Agency Name.** Identify the name of the entity that applied for the Indian Education Formula Grant. If the grantee agency name has changed, contact PSC for more information.
2. **Mailing Address.** Identify the mailing address. If the mailing address has changed, contact PSC for information.
3. **Grantee Identification.** Identify the last four digits of PR Award number, DUNs number and NCES number.
4. **Application Duration.** Select the duration of the application that was identified in Part I of the EASIE application from SY 2014-15.
5. **Type of Grantee Information.** Select the type of grantee that was identified in Part I of the EASIE application from SY 2014-15.
6. **Type of Application Information.** Select the type of application that was identified in Part II of the EASIE application from SY 2014-15.
7. **Partner Identification (for Consortiums).** Identify all of the entities of the consortium that were identified in Part I of the EASIE application from SY 2014-15.
8. **Project Director Name and Title.** Identify the name, title, phone number, fax number and email address of your school year (SY) 2014-15 project director (even if there has been a

project director change since the SY 2014-15 grant). If there was no project director assigned to the grant, identify who was responsible for carrying out program objectives and services.

9. **Authorized Official Representative.** Identify the name, title, phone number, fax number and email address of your approved authorized representative (certifying official user) who was legally authorized to approve the SY 2014-15 grant (even if there has been an authorized representative change since the SY 2014-15 grant). This is often the school district's superintendent.

Section 1.2 Grant Objective Participation Data

Directions: Enter the student count, each grant objective, activity and service, and grade from Part II of the EASIE application. Provide information on target population, and total # served during the reporting period for each activity/service. Use the comment box below to describe additional information about project activities and services. Add additional pages for each objective.

Instructions for completing table

Indian Student Count from Part I: Enter the student count that was identified in Part II of the EASIE application from SY 2014-15.

Objective: Enter the objective(s) that were identified in Part II of the EASIE application from SY 2014-15.

Activity/Service: Enter each activity/service(s) that were identified in Part II of the EASIE application from SY 2014-15.

Grade Levels Served: Enter the grade level served that was identified in Part II of the EASIE application from SY 2014-15.

Target Population:

- Select the target population(s) served for each activity/service. Activities 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).
- The target population choices are as follows: Indian students, parent 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."
- If an activity was not implemented, select "N/A: activity not implemented."

Number Served:

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

Explanation of Activity/Service: The comment box provides an opportunity to offer additional information about specific project activities and services. Programs should describe specific types of activities as well as the frequency of activities. (*e.g.*, Family Literacy Night was held quarterly for K-6 students, parents and teachers). It should explain why an objective was not implemented. The comment section is mandatory. Character limit is 2,000 characters.

Section 1.3: Project Performance Data

Directions: Enter the objectives and data sources from Part II from your EASIE application. Indicate whether you met each objective during the current reporting period according to your selected data source. Provide an explanation of how the objective was/was not met and provide any future steps for improvement.

Instructions for completing table

Objective: Enter each objective(s) that were identified in Part II of the EASIE application from SY 2014-15.

Data Source: Enter each (s) that were identified in Part II of the EASIE application from SY 2014-15.

Objective Results: Indicate whether you met each objective during the current reporting period. Check yes, objective met or no, objective not met.

Analysis of Objective Results: Provide an explanation of how the objective was/was not met and provide any implemented or future steps for improvement.

Section 1.4: Assessment, Attendance and Graduation

Mathematics and Reading State Assessment Data for Indian Students

Enter the total number of Indian students assessed, number of Indian student proficient or above, and calculate the percentage of Indian student proficient or above in mathematics and reading in all grades covered by the state assessments.

Mathematics and Reading State Assessment Data for All Students

Enter the total number of all students assessed, number of all student proficient or above, and calculate the percentage of all student proficient or above in mathematics and reading in all grades covered by the state assessments.

Summary of State Assessment Data

Provide a summary of the number of Indian students and all students who scored at or above proficient in mathematics and reading on state assessments.

Attendance Data

Complete the average daily attendance data for this project. Enter the value as a whole number not a percentage. Provide the average daily attendance for all Indian students and all students.

Definitions

Average Daily Attendance of Indian Students - The average number of Indian students in daily attendance computed according to state law or regulation, or if no state definition exists, the aggregate number of days of attendance by students divided by the number of days of enrollment of students during the reporting period.

Average Daily Attendance - The average number of all students in daily attendance computed according to state law or regulation, or if no state definition exists, the aggregate number of days of attendance by students divided by the number of days of enrollment of students during the reporting period.

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 edited by grantees by checking the box.

Definitions

Graduation Data for Indian Students - The percentage of Indian students who graduated from high schools with a regular diploma. The calculation of the percentage rate is defined in the state's accountability plan in accordance with Title I, Section 200.19.

Graduation Data for All Students - The percentage of students who graduated from high schools with a regular diploma. The calculation of the percentage rate is defined in the state's accountability plan in accordance with Title I, Section 200.19.

Section 1.5: Budget Data

Instructions for Completing Table

Provide budget data from G5 for Amount Obligated and Amount Expended. Calculate Funds Remaining and Percentage Remaining.

If the program's expenditure records do not match the amount in G5, contact OIE for further instruction and select yes on question 3 in Section D: Additional Program Information and Certification, to request technical assistance.

Section 1.6: Technical Assistance and Certification

Additional Program Information

Read each question carefully. Select yes or no for each question. OIE will respond to questions with yes selected.

Certification

The authorized representative responds to each attestation statement and certifies the APR with signature, date and title. The authorized representative must be authorized to legally bind the entry.

**Office of Indian Education
Title VII Indian Education Formula Grant
Annual Performance Report Cover Sheet
Reporting Period Information: July 1, 2014 – June 30, 2015**

Complete the Annual Performance Report Cover Sheet with the appropriate information.

1. Grantee Agency Name _____

2. Address _____

City, State, Zip _____

3. Grantee Identification:

a. PR # S060A14 _____

b. DUNS # _____

c. NCES # _____

4. Application Duration:

Single-Year Application

Multi-Year Application

5. Type of Grantee:

LEA as a single applicant

LEA consortium leader

BIE–operated elementary and/or secondary school

BIE-grant and contract elementary and/or secondary school

Tribe applying in lieu of LEA

Tribe applying in lieu of LEAs

6. Type of Application:

Regular formula grant program

Title I School-wide Program

Integration of Services (Section 7116)

7. Consortium Partner Identification.

NCES #	LEA Name	City	State
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

8. Project Director Name and Title:

Name: _____

Title: _____

Tel: _____ Fax: _____

E-mail: _____

9. Authorized Representative of the Grantee:

Name: _____

Title: _____

Tel: _____ Fax: _____

E-mail: _____

Section 1.2 Grant Objective Participation Data

Indian Student Count from Part I: _____

Objective:		
Grades:		
Activity/Service	Target Population	Total Served during the Reporting Period
	<input type="checkbox"/> Indian students <input type="checkbox"/> Parents of Indian students <input type="checkbox"/> Teachers of Indian students <input type="checkbox"/> Other (e.g., administrators) <input type="checkbox"/> No target population (e.g., curriculum development) <input type="checkbox"/> /A: activity not implemented	Students: _____ Parents: _____ Teachers: _____ Other/Administrators: _____
	<input type="checkbox"/> Indian students <input type="checkbox"/> Parents of Indian students <input type="checkbox"/> Teachers of Indian students <input type="checkbox"/> Other (e.g., administrators) <input type="checkbox"/> No target population (e.g., curriculum development) <input type="checkbox"/> /A: activity not implemented	Students: _____ Parents: _____ Teachers: _____ Other/Administrators: _____
	<input type="checkbox"/> Indian students <input type="checkbox"/> Parents of Indian students <input type="checkbox"/> Teachers of Indian students <input type="checkbox"/> Other (e.g., administrators) <input type="checkbox"/> No target population (e.g., curriculum development) <input type="checkbox"/> /A: activity not implemented	Students: _____ Parents: _____ Teachers: _____ Other/Administrators: _____
	<input type="checkbox"/> Indian students <input type="checkbox"/> Parents of Indian students <input type="checkbox"/> Teachers of Indian students <input type="checkbox"/> Other (e.g., administrators) <input type="checkbox"/> No target population (e.g., curriculum development) <input type="checkbox"/> /A: activity not implemented	Students: _____ Parents: _____ Teachers: _____ Other/Administrators: _____

Note: Create additional tables for multiple program objectives.

This section provides an opportunity to provide additional information about project activities and services. The comment section is mandatory.

Comment Section:

1.3 Project Performance Data

Objective:		
Data Source	Objective Results	Explanation (Required)
	<input type="checkbox"/> Yes, objective met <input type="checkbox"/> No, objective not met	
	<input type="checkbox"/> Yes, objective met <input type="checkbox"/> No, objective not met	
	<input type="checkbox"/> Yes, objective met <input type="checkbox"/> No, objective not met	

Objective:		
Data Source	Objective Results	Explanation (Required)
	<input type="checkbox"/> Yes, objective met <input type="checkbox"/> No, objective not met	
	<input type="checkbox"/> Yes, objective met <input type="checkbox"/> No, objective not met	
	<input type="checkbox"/> Yes, objective met <input type="checkbox"/> No, objective not met	

Note: Create additional tables for multiple program objectives and data sources.

Section 1.4 Assessment Data

Indian Students

Mathematics			
Grade Level	Total # of Indian Students Assessed	# of Indian Students Proficient or Above	% of Indian Students Proficient or Above
PK			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Totals			

Reading			
Grade Level	Total # of Indian Students Assessed	# of Indian Students Proficient or Above	% of Indian Students Proficient or Above
PK			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Totals			

Section 1.4 Assessment Data

All Students

Mathematics			
Grade Level	Total # of All Students Assessed	# of All Students Proficient or Above	% of All Students Proficient or Above
PK			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Totals			

Reading			
Grade Level	Total # of All Students Assessed	# of All Students Proficient or Above	% of All Students Proficient or Above
PK			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Totals			

**Note: Create additional tables for additional LEAs (Consortium).
Summary of State Assessment Data**

Provide a summary of state assessment data.

	Mathematics	Reading
	% Scoring Proficient or Above	% Scoring Proficient or Above
Indian Students		
All Students		
Difference		

Attendance Data

Complete the attendance data for Indian students and All students in this LEA.

Attendance Data	
Average Daily Attendance for Indian Students	Average Daily Attendance for All Students

Graduation Data

Complete the graduation rate for Indian students and all students in this LEA.

Graduation Data	
Graduation Rate for Indian Students	Graduation Rate for All Students

1.5 Program/Budget Information

Provide budget data from G5 for Amount Obligated and Amount Expended. Calculate Funds Remaining and Percentage Remaining.

Amount Obligated	
Amount Expended	
Funds Remaining	
Percentage Remaining	

Provide an explanation if the funds remaining exceed 10% of total.

Additional Program Information and Certification

Read each question carefully. Select yes or no for each question. OIE will respond to questions with yes selected.

- Yes No 1. Key grant personnel has changed from SY 2014-15. (program director or certifying official).
- Yes No 2. Request late liquidation.
- Yes No 3. Request technical assistance.
- Yes No 4. The grant has \$100 or more remaining in grant funds.

Send close out notice to this email address:

Certification

- To the best of my knowledge and belief, as the authorized representative of this entity, all data in this performance report are true and correct. I understand that any false statement provided herein that I have made is subject to penalties under The False Claims Act, 18 U.S.C. 1001.
- The report fully discloses all known weaknesses concerning the accuracy, reliability and completeness of the data.

Signature of Authorized Representative:

_____ Date: _____

Title: _____