

TO: State Directors of Adult Education

FROM: Mike Dean
Leader, Accountability Team

SUBJECT: Submission of Annual Performance Reports

DATE: October 5, 2007

IMPORTANT ANNOUNCEMENT

This e-mail provides information regarding the annual reporting requirements for the adult education State-administered grant program. The required reports include: a) annual statistical (performance) report, b) annual financial status reports (initial and final), c) annual narrative report, and d) annual data quality checklist. All reports are due on or before December 31, 2007. Under CFR 80.40(b)(1) the U.S. Department of Education may extend the due date upon receipt of a justified request from a state. However, to be considered eligible for the federal incentive award program, the annual statistical (performance) report and the data quality checklist must be submitted on or before December 31, 2007. Be advised that December 31, 2007, is on Monday and that Tuesday, January 1, 2007, is a federal holiday. It is possible that federal offices may close early on Monday, December 31 (New Year's Eve).

Annual Statistical (Performance) Report (Due Date: December 31, 2007)

We are in the fourth year of our web-based reporting system for the annual statistical report. The system includes 16 tables, numbered 1-14, plus 4A and 4B. Please remember, **Tables 1, 2, 3, 4, 4B, 5, 6, 7, 10, and 14 are required.**

There are now **three new Educational Functioning Levels (EFLs)** for English as a Second Language (ESL) in **tables 1, 4 and 4B**. ESL Beginning has been divided into **ESL Low Beginning and ESL High Beginning** and ESL Low Advanced and ESL High Advanced have been consolidated into **ESL Advanced**.

If you have questions about **the follow-up schedule for the employment related goals in Table 5**, see <http://www.nrsweb.org/NRSwork/RetainedEmploymentInfo.aspx> and the linked reporting chart.

In 2005 we added the capability to accept uploaded data files in the standard comma separated values (csv) or comma delimited ASCII file format. This data transfer system is available for uploading your tables. You also may key your data into the tables. Please double check to confirm that you are entering your data in the correct year (2007).

Annual Financial Status Report (Due Date: December 31, 2007)

The NRS web-based reporting system has been expanded to include tables for reporting fiscal year 2005 final (July 1, 2005 - September 30, 2007) and your fiscal year 2006 initial (July 1, 2006 September 30, 2007) state-administered adult education Financial Status Reports (FSR). **The on-line FSR input tables are available on the OVAE web-based reporting system by selecting the financial section on the opening menu.**

You are responsible for submitting the following FSR's:

- 1) **A final report for the period from July 1, 2005, through September 30, 2007, for your total allocation (including EL/Civics);**
(It is very important that you select the appropriate reporting period from the drop down list. You must select "**Program Year 2005**" and hit the "go" button to continue. You must select "**FSR2**" to input your final total allocation expenditures for the 27 month period of the grant.)
- 2) **A final report for the period from July 1, 2005, through September 30, 2007, for your EL/Civics allocation only;**
(Because this is a FY 05 final EL/Civics report, be sure that you are using the correct reporting period (**Program Year 2005**). You must select "**FSR4**" to input your final EL Civics expenditures for the 27 month period of the grant.)
- 3) **An initial report for the period from July 1, 2006, through September 30, 2007, for your total allocation (including EL/Civics);**
(It is very important that you select the appropriate reporting period from the drop down list. You must select "**Program Year 2006**" and hit the "go" button to continue. At this point you must select "**FSR1**" to input your initial total allocation expenditures.)
- 4) **An initial report for the period from July 1, 2006, through September 30, 2007, for your EL/Civics allocation only.**
(Because this is still a FY 06 initial EL/Civics report, please be sure that you are using the correct reporting period (**Program Year 2006**). At this point, you must select "**FSR3**" to input your initial EL Civics expenditures.)

Help for completing the on-line FSR can be found by selecting the "Help & FAQ" tab in the NRS web-based reporting system. This will bring you to the NRS Users Guide. Guidance for completing the FSRs can be found in Appendix D of the Guide. Go to http://wdcrocolp01.ed.gov/CFAPPS/OVAE/NRS/help_files/SystemAdminUserGuide.htm

In addition to the on-line submission of the FSR's, paper copies with original signatures must be submitted by December 31, 2007. Print out a copy of each FSR and sign it. Mail the signed copies to Gloria Shade or Donna Gedeon at the following address:

Division of Adult Education and Literacy
U.S. Department of Education
400 Maryland Avenue, SW, Room 11159 PCP
Washington DC 20202-7240

If you are unable to use the on-line forms to transmit your financial reports, a written request must be made to waive the web-based electronic submission requirement. Please submit your request to Mike Dean at the above address. If an exception is granted, mailed reports will be accepted as meeting the deadline based on the postmarked date. FSR's delivered by FedEx, UPS, or other service will be accepted based on the date shipped. Please note that our mail continues to be rerouted by the U.S. Postal Service so that it can be irradiated. Therefore, if you send the FSR's through the regular postal service you should consider the additional time it may take for this office to receive them.

Program income generated and expended by local grantees must be reported on the Financial Status Report (FSR). The program income is to be reported in "row 10c" of the FSR. Row 10c has been modified to read "Program Income Credits." The amount(s) reported in row 10c is not to be included in any of the "vertical" totals in columns a-f. The amount(s) included in row 10c should be added horizontally across the row and the total included in row 10c of column f.

Annual Narrative Report (Due Date: December 31, 2007)

The annual narrative report is to be submitted electronically to william.bivens@ed.gov with a courtesy copy (cc) to mike.dean@ed.gov. Please send files compatible with Microsoft Word 2003. Descriptive information for completing this report follows.

Descriptive Information for the Narrative Report

Maximum number of pages is 10.

Use the following outline in preparing the Annual Performance Report narrative:

- Describe successful activities, programs, and projects supported with State Leadership funds and describe the extent to which these activities, programs, and projects were successful in implementing the goals of the State Plan.
- Describe any significant findings from the eligible agency's evaluation of the effectiveness of the adult education and literacy activities based on the core indicators of performance.
- Describe how the eligible agency has supported the integration of activities sponsored under Title II with other adult education, career development, and employment and training activities. Include a description of how the eligible agency is being represented on the Local Workforce Investment Boards, adult education's involvement on the State Workforce Investment Board, the provision of core and other services through the one-stop system and an estimate of the Title II funds being used to support activities and services through the one-stop delivery system.

- Describe successful activities and services supported with EL/Civics funds, including the number of programs receiving EL/Civics grants and an estimate of the number of adult learners served.

Annual Data Quality Checklist (Due Date: December 31, 2007)

In the next few days you will receive an email from Larry Condelli, the Project Director at the American Institutes for Research (AIR). AIR is the NRS contractor hosting the web-based application for the data quality checklist. Dr. Condelli will send instructions for accessing the web-based checklist, including login procedures and passwords. **When you log on you should see a checklist with blank text boxes. You will need to make necessary changes to the check boxes and update all of the text entries.**

OVAE NRS Data Entry Tips

Complete all tables in order, e.g., complete Table 1 before Table 2, Table 2 before Table 3, Table 4 before Table 4B, etc. **This will ensure that you will be warned if values are inconsistent between tables. Certain inconsistencies will prevent you from submitting tables for approval.** You may ignore Table 4A which continues only for historical purposes, but Table 4B is required.

Only one person per state should be entering data at a time and that person should use only one web browser window. **Having multiple users (or browser sessions) may allow one set of data to overwrite and replace another set.**

The online HELP facility is a version of the Users' Manuals for both the statistical and financial sections. Click on the "Help & FAQs" tab at the top right on the screen to access it.

TECHNICAL NOTE: The on-line NRS database interface has been tested with Microsoft Internet Explorer only and works best with Java Script enabled. A browser privacy setting above medium-high may prevent you from accessing the database.

Contact Information

If you have questions, contact the following system administrators. If they cannot directly assist you they will relay your issue to the resource people who can respond:

Mr. Bill Bivens – (202)245-7644
e-mail: william.bivens@ed.gov

Ms. Gloria Shade – (202)245-7829
e-mail: gloria.shade@ed.gov