

Parking Lots, Highways, and Byways:

Updates for PIRC Performance Reporting and
Quality Indicators for Success



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Program Guidance

School Based v. School Linked

PIRCs are required to differentiate between parents participating in activities that are direct (e.g., one-on-one interactions, parent trainings, and discussions with parents) and receiving information that is indirect (e.g., mass mailings, media campaigns, and/or brochures).



Program Guidance

School Based

Direct services are those provided to an identified parent(s) in which PIRC advice, materials, or training are presented/provided by PIRC staff and the PIRC has evidence of that service. Specifically, the PIRC knows exactly who received the **service**. For example: in-home services or other one-to-one activities with parent(s), training/workshops where parents are documented, consultation over the phone with a parent where documentation of that call is noted, and discussion with a parent at a booth that is documented. Direct services may also be counted if provided by a PIRC contractor or someone the PIRC has trained **only if the provider can document the parent they** provided the direct service to and the provider used PIRC information in the service/activity. Documentation for direct services must identify the parent who received the material(s)/service(s), parent's ethnicity/racial background, as well as how the service is linked to your PIRC (e.g., PIRC materials or information from a PIRC training).



Program Guidance

School Linked

Indirect would be services provided through mass media, parents receiving materials but no contact with a PIRC service provider, parents coming up to a booth and just getting materials. Indirect services are those for which your PIRC does not have documentation of exactly who received the information/services. For instance, a school may send out PIRC materials to all of its parents. Yes, you may have a list of the names of all of the parents; however, you really do not have knowledge about whether the parents received the materials to help them understand about their State accountability systems, the rights and opportunities for supplemental services, and public school choice. Another example might be that your PIRC distributes brochures through partners; however, the partner does not track which parents got the brochure and to whom they provided a service. In both of these circumstances your PIRC has no knowledge of exactly who got the PIRC services. In these instances the number of materials/brochures distributed would be counted towards the number of parents receiving indirect services. A mass mailing and/or media campaign would be considered indirect since your PIRC cannot know who actually received the information.



Program Guidance

State Board v. Advisory Committee

Assurances that the organization or consortium will —

(1) (A) be governed by a board of directors the membership of which includes parents;

OR (B) be an organization or consortium that represents the interests of parents;

(2) establish a special advisory committee the membership of which includes —

(A) parents of children enrolled in elementary schools and secondary schools, who shall constitute a majority of the members of the special advisory committee;

(B) representatives of education professionals with expertise in improving services for disadvantaged children; and

(C) representatives of local elementary schools and secondary schools, including students and representatives from local youth organizations;



Program Guidance

The Education Department General Administrative Regulations (EDGAR)

Applicable Regulations (EDGAR) in 34 CFR parts 74, 75, 76, 77, 79, 81, 82, 84, 85, 86, 97, 98, and 99.

Title 34 of the CFR, which pertains to the U.S. Department of Education and related Federal entities, is composed of several hundred parts printed in three volumes. Parts 74-99 of that title are collectively known as the Education Department General Administrative Regulations (EDGAR). These parts contain regulations for administering discretionary and formula grants awarded by the Department.

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.pdf>

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Office of Innovation and Improvement

Program Guidance

Overlapping Project Objectives With GPRA Objectives

There are two types of measures for the PIRC program:

1.GPRA: Measures established for reporting to Congress under the Government Performance and Results Act; and

2.Project: performance measure that you, the grantee, established to demonstrate whether substantial growth has been made toward meeting the project objective(s).

*GPRA Measures are used for program justifications to Congress.
Performance measures are used for project justifications to the Department*

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Program Guidance

Incorporation of Evaluation Activities in the APR

(g) Quality of the project evaluation (20 points). The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers--

(1) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible; and

(2) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

<http://www.ed.gov/legislation/FedRegister/announcements/2007-1/020207b.html>





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

OMB No. 1890 - 0004
Expiration: 10-31-2007

PR/Award #: _____

SECTION A - Project 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)



Program Guidance
No Longer Required

Title I Collaboration Plan

Good Idea – Voluntary

EPR

GPRA Reported as Part of APR

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Program Guidance

Continuation Funding is Contingent

1. Congress has appropriated sufficient funds under the program;
2. The grantee has made **substantial progress** toward meeting the objectives of the project or obtained approval of changes to the project activities from the program official in order to make substantial progress toward achieving project objectives in the future;
3. The grantee has sent to ED every required report (including the annual Grant Performance Report);



Program Guidance

Continuation Funding is Contingent

4. The program staff has determined that continuing funding for the grant is in the best interest of the federal government (e.g., the program staff believes the project continues to serve the priorities of the program);
5. The grantee has met the conditions of the a previous award(s) (75.217(s)(3)(iii); and
6. The grantee's management practices and financial accounting systems are adequate to provide appropriate stewardship of federal funds (74.21 and 80.20).



Program Guidance

Continuation Funding is Contingent

7. Is the recipient demonstrating progress in completing goals established in their approved application;
8. Is there unusually large amounts of funds remaining in the recipients account near the end of their budget year;
9. Are there discrepancies between grantee's financial data in GAPS and the financial data submitted in their annual Grant Performance Report;



Program Guidance

Continuation Funding is Contingent

10. Can the grantee present a plan describing the ways in which substantial progress will be made in the future to justify continued funding levels;
11. Are large amounts of unexpended funds being carried forward into the next budget period; and
12. Are there audits or other ED program reviews about the grantee/ state that is of concern?



Program Guidance

How to Read Your GAN

The Department sends you in the mail your Grant Award Notification (GAN), signed by the authorized official. The GAN is the official document that states the terms, conditions, and amount of an award. The document is formatted into numbered blocks that provide information about the award, including administrative information, legislative and fiscal data, and names and phone numbers of project staff. For multi-year awards, the GAN also includes information on anticipated subsequent funding periods and their tentative levels of funding. The GAN will also contain attachments which spell out additional terms and conditions of the award and enclosures that give further guidance on administrative procedures (e.g., where to mail required reports). The attachments and enclosures contain important information about your award and you are urged to pay particular attention to them as you read the GAN.



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Program Guidance

Key Personnel

The program staff must consider the differing yet complementary requirements in EDGAR parts 74 and 80 regarding changes in key personnel. Both parts require that a grantee receive ED prior approval for a change in key personnel in the application or award document.

Grantees must receive approval for:

- a. The initial hiring of a person to fill a position described in an application when no one was named or no resume was provided;
- b. Changing persons who occupy key positions that were identified in the application; or
- c. Substantively redefining a key position and its duties.



Program Guidance

Indirect Cost Agreement

The program staff must review an applicant's responses to the indirect cost questions on the Budget Form (ED 524) if the applicant is requesting indirect cost reimbursement on line item #10 of the budget form.

There is no temporary indirect cost rate for grantees after the initial year of funding.



Program Guidance

Allowable v. Unallowable Costs

(a) IN GENERAL- Grant funds received under this subpart shall be used for one or more of the following:

- (1) To assist parents in participating effectively in their children's education and to help their children meet State and local standards, such as assisting parents —
 - (A) to engage in activities that will improve student academic achievement, including understanding the accountability systems in place within their State educational agency and local educational agency and understanding their children's educational academic achievement in comparison to State and local standards;
 - (B) to provide follow-up support for their children's educational achievement;
 - (C) to communicate effectively with teachers, principals, counselors, administrators, and other school personnel;



Program Guidance

Allowable v. Unallowable Costs

- (D) to become active participants in the development, implementation, and review of school-parent compacts, parent involvement policies, and school planning and improvement;
- (E) to participate in the design and provision of assistance to students who are not making adequate academic progress;
- (F) to participate in State and local decisionmaking; and
- (G) to train other parents (such as training related to Parents as Teachers activities).



Program Guidance

Allowable v. Unallowable Costs

(2) To obtain information about the range of options, programs, services, and resources available at the national, State, and local levels to assist parents and school personnel who work with parents.

(3) To help the parents learn and use the technology applied in their children's education.

(4) To plan, implement, and fund activities for parents that coordinate the education of their children with other Federal, State, and local services and programs that serve their children or their families.

(5) To provide support for State or local educational personnel, if the participation of such personnel will further the activities assisted under the grant.

(6) To coordinate and integrate early childhood programs with school-age programs.



Program Guidance

Allowable v. Unallowable Costs

OMB Circular A-122, Cost Principles for Non-Profit Organizations

These principles shall be used by all Federal agencies in determining the costs of work performed by non-profit organizations under grants, cooperative agreements, cost reimbursement contracts, and other contracts in which costs are used in pricing, administration, or settlement. All of these instruments are hereafter referred to as awards. The principles do not apply to awards under which an organization is not required to account to the Federal Government for actual costs incurred.

OMB Circular A-133. The OMB Circular establishing audit requirements for States, local governments, Indian tribes and non-profit organizations.



Program Guidance

Matching Fund Requirement

The fiscal agent in a group or partnership grant is responsible for documenting match/cost-share for the entire grant and ensuring that verifiable records are being maintained by partner organizations providing services or other contributions.

Any cost-sharing promised by the grantee in its application must be fully documented and accounted for in the grantee's expenditure records and reports.

- a. The specific costs or contributions proposed to meet the matching or cost-sharing requirement;
- b. The source of the cost-sharing; and
- c. In the case of in-kind contributions, a description of how the value was determined for the donated or contributed services or goods.



Program Guidance

Matching Fund Requirement

Under EDGAR, 34 CFR 74.25 and the applicable OMB cost principles, the grantee must request prior approval for certain post-award changes to the Federal grant budget

Same prior approval rules apply if the grantee wants to make certain changes to the non-Federal (matching/cost-sharing) budget

Grantee should notify ED if partners contributing to the match/cost-share change during the budget period or if major sources of planned matching/cost-sharing contributions do not materialize

Grantee must also notify ED if it is having difficulty meeting required level or amount of match/cost-share specified in the Grant Award Notification





Come
see
ME



**Got a Question? Your first phone call should
always be to your PIRC Program Officer**

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