



2017-2018 Adult Education and Family Literacy Act (AEFLA) Performance Reconciliation

Division of Career and Adult Education
Rod Duckworth



Welcome!

- The webinar will start at **10:00 AM EST**.
- As you enter the webinar, your audio will be muted to avoid background noise.
- You will not hear anything until **10:00 AM EST** when the webinar goes live.
- When the audio lines are opened for questions/comments, please do the following:
 - Place your phone on mute unless you are asking a question or commenting to the group.
 - Avoid using “Hold” button on the phone as some are set to play music and will disrupt the webinar.

Webinar Goals

To Provide:

- New Performance Reporting Requirements
- Mid-Year Performance Reporting Form Requirements
- End-of Year Performance Reconciliation Reporting Form Requirements
- Performance Report and Financial Reconciliation Process

Webinar Agenda

1. Funding Goal and Overview – Gloria Spradley-Brown
2. Overview of Performance Requirements – Gloria Spradley-Brown
3. Performance Reconciliation Process – Gloria Spradley-Brown
4. Mid-Year Performance Report Form – Marcy Sieg
5. End-of Year Performance Reconciliation Form – Marcy Sieg
6. Internal Reconciliation Process – Marcy Sieg
7. Recap & Questions – Gloria Spradley-Brown



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Overview Adult Education Performance Requirements

Gloria Spradley-Brown

2017-2018 Overview Adult Education Performance Requirements

- Financial Data to Performance Accomplishments:
 - The awarding agency must require the recipient to relate financial data to performance accomplishments of the federal award.
 - Florida Department of Education must require the recipients to relate financial data to performance accomplishments.

2017-2018 Overview Adult Education Performance Requirements

- Continued -

- Recipients must meet at least:
 - **85%** of the Adult Education National Reporting System (NRS) enrollment for the first year of funding
 - **90%** for the second year of funding
 - **100%** for the third year of funding
- The agreed upon enrollment target is specified in the approved grant award found on **1-D: Adult General Education Enrollment and Performance form, 2017-2018.**

2017-2018 Overview Adult Education Performance Requirements

- Continued -

- Throughout the three-year grant period, eligible recipients are required to document their enrollment target(s).
- Recipients serving multiple county areas are required to provide documentation of the students served in each geographic area (county) awarded.
- Students must attend adult education courses within the physical boundaries of the geographic area (county) awarded.

2017-2018 Overview Adult Education Performance Requirements

- Continued -

- Enrollment target(s) will be verified through student level data submission based upon the unduplicated headcount in AEFLA eligible programs.
- Reconciliation of enrollment data to financial disbursement is based on data submitted in the Adult Education National Reporting System (NRS) accountability report and financial data reported on the DOE 499.

2017-2018 Overview Adult Education Performance Requirements

- Continued -

- If financial payment is greater than the actual enrollment target achieved, the recipient **MUST** reimburse the State of Florida Department of Education.
- The amount of reimbursement is based on the following:
 - The funds per enrollment calculated for the grant award and
 - The difference between the actual enrollment and the agreed enrollment target



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Performance Reconciliation Process

Gloria Spradley-Brown

Performance Reconciliation Process

- Two step Performance Reconciliation Process:
 - Mid-year
 - Review enrollment achieved
 - Opportunity for technical assistance
 - End-of-Year
 - Determination of reimbursement is calculated if enrollment goal is not achieved.
 - Two Methods will be used:
 - Method 1: Use final NRS Participants for an agency
 - Method 2: Use of a supplemental data file with students enrolled at the county level and verified with final NRS Participants

Performance Reconciliation Process

- Continued -

- Implementation Guidelines for Agencies required to verify enrollment targets with Method 2
 - Agencies will be notified if a supplemental file is required
 - Anticipated release of documentation: April 2018

What Data Are We Reconciling?

- Year to date (NRS) participants based on unduplicated enrollment in all NRS eligible programs.
 - Students enrolled in more than one NRS eligible program in the year are only counted once.
- Agencies should only report students who are enrolled on or after your project start date found in box 6 labeled Project Periods of the Project Award Notification (DOE 200).

Definition of NRS Participant

- *A participant is defined as an individual in an Adult Education and Family Literacy Act (AEFLA) program who has completed at least 12 contact hours. The annual National Reporting System (NRS) report for AEFLA programs is completed on an annual basis. For purposes of identifying NRS participants, any student in one or more AEFLA eligible programs who has 10 instructional contact hours or more in a reporting year may be counted as a NRS participant. (WIOA Rule 6A-10.0381, F.A.C.)*

Performance Reporting Forms & Due Dates

- Performance Reporting forms for Adult General Education, Integrated English Literacy and Civics, and Corrections can be found on the division's web page at the following link:
<http://fldoe.org/academics/career-adult-edu/funding-opportunities/2017-2018-career-adult-edu-funding-opp.stml>
- Mid-Year Performance Reporting Form
 - Due Date March 15, 2018
- End of Year Reconciliation Reporting Form
 - Due Date August 20, 2018
- Supplemental Data File for Agencies required to verify with Method 2
 - TBD

Example of Enrollment Targets Achieved

Three-Year Cycle	Program Year	Enrollment Target	Example (# rounded)
1st	2017-18	85%	Agreed Enrollment Target 243 x 85% = 207
2nd	2018-19	90%	Agreed Enrollment Target 243 x 90% = 219
3rd	2019-20	100%	Agreed Enrollment Target 243 x 100% = 243



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Mid-Year Performance Reporting

Marcy Sieg

Mid-Year Performance Reporting Form

- Choose the correct form for the type of grant that you have. (AGE, IELCE, Corrections)
- Submit to your program manager via e-mail no later than **March 15, 2018.**
- Notify your FLDOE program manager if technical assistance is needed.
- Failure to submit the Mid-Year Performance Reporting Form will be considered non-compliant to the agreed upon Adult Education Assurance and Acknowledgement form (15-D) signed by your agency head.

**Mid-Year Performance Reporting Form
Adult General Education
Program Year 2017-2018**

Provider Name		
Contact Person Name		
Contact Person Phone Number		
Email Address		
Project Number	Click here to select from dropdown menu	
Project Award Amount	\$	-
Funds per Enrollment	\$	-

Performance Outcomes (Completed by Funded Agency)		
NRS Participant Projections (Enrollment #APPROVED in Grant Award Form 1-D)	Mid-Year NRS Participants (Unduplicated Student Enrollments)	Mid-Year Participant Percentage
0		

Do you need technical assistance implementing your Adult Education Program?	Click here to select from dropdown menu
If yes, to facilitate service, please state your need(s) and your FLDOE program manager will contact you. Please respond here:	

Instructions for completing the Mid-Year Performance Reporting Form

1. **Save** a copy of Excel form to your computer.
2. Click on the Project Number drop down menu and select the project award number you are reporting. This will auto-populate the following fields: Provider Name, Contact Person Name, Phone Number, Email Address, Project Award Amount, Funds per Enrollment, and NRS Participant Projections approved in your grant award found on Form 1-D.
3. Provide information in the green shaded cell labeled Mid-Year NRS Participants. *Note: Year to Date NRS Participants based on unduplicated enrollment in all NRS eligible programs; students enrolled in more than one NRS eligible program in the year are only counted once. Only report students who are enrolled on or after the project start date found in box 6 labeled Project Periods of the Project Award Notification (DOE 200).*
4. Mid-year participant percentages will auto populate based on the approved projected enrollment compared to actual mid-year enrollment.
5. Respond to the technical assistance question by clicking on the dropdown menu and selecting either YES or NO. If assistance is needed, respond in the green box provided.
6. Email the completed Mid-Year Performance Reporting form to your FLDOE Program Manager.

Example Mid-Year Performance Reporting Form

Mid-Year Performance Reporting Form
Adult General Education
Program Year 2017-2018

Provider Name		Sunshine County School Board
Contact Person Name		John Smith
Contact Person Phone Number		123-456-7891
Email Address		JohnSmith@sunshinecountyschools.org
Project Number	000-1918B-8CG01	
Project Award Amount	\$	244,266
Funds per Enrollment	\$	284

Performance Outcomes (Completed by Funded Agency)		
NRS Participant Projections (Enrollment #APPROVED in Grant Award Form 1-D)	Mid-Year NRS Participants (Unduplicated Student Enrollments)	Mid-Year Participant Percentage
857	400	46%

Do you need technical assistance implementing your Adult Education Program?	No
If yes, to facilitate service, please state your need(s) and your FLDOE program manager will contact you. Please respond here:	



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End-of-Year Performance Reconciliation Reporting Form

Marcy-Sieg

End of Year Performance Reconciliation Reporting Form

- Choose correct form for the type of grant that you have. (AGE, IELCE, Corrections)
 - Mid-Year Performance Reporting Form required to auto populate final
- Submit the End-of-Year Performance Reconciliation Reporting Form and a **copy** of the signed final DOE 499 to your FLDOE Program Manager via email no later than **August 20, 2018**.
 - Reminder: The original signed final DOE 499 form must be mailed to the DOE Comptroller's office.
 - Download the current DOE 499 at the following link:
<http://fldoe.org/academics/career-adult-edu/funding-opportunities/>

End-of-Year Performance Reconciliation Form

17-18 AGE Performance Reporting Form End of Year - Excel

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End-of-Year Performance Reconciliation Reporting Form Adult General Education Program Year 2017-2018				
1				
2	Provider Name			0
3	Contact Person Name			0
4	Contact Person Phone Number			0
5	Email Address			0
6	Project Number	Click here to select from dropdown menu		
7	Project Award Amount	\$		-
8	Funds per Enrollment	\$		-
9				
10				
Performance Outcomes (Completed by Funded Agency)				
11				
12	NRS Participant Projections (Enrollment #APPROVED in Grant Award Form 1-D)	Mid-Year NRS Participants (Unduplicated Student Enrollments)	Mid-Year Participant Percentage	Final NRS Participants (Unduplicated Student Enrollments)
13				
14	0	0		0
15				
16	Do you need technical assistance implementing your Adult Education Program?			Click here to select from dropdown menu
17	If yes, to facilitate service, please state your need(s) and your FLDOE program manager will contact you. Please respond here:			
18				

AGE Performance Form AGE Performance ... 85%

Instructions for completing the End-Of-Year Performance Reconciliation Reporting Form

1. **Save** a copy of the Excel form to your computer.
2. Click on the Project Number drop down menu and select the project award number you are reporting. This will auto-populate the following fields: Provider Name, Contact Person Name, Phone Number, Email Address, Project Award Amount, Funds per Enrollment, NRS Participant Projections approved in your grant award found on Form 1-D, Mid-Year NRS Participants Reported, and Mid-Year Participant Percentage.
3. Provide information in the green shaded cell labeled Final NRS Participants – Final NRS Participants Unduplicated Student Enrollments. *Reconciliation of enrollment data to financial disbursement is based on data submitted in the Adult Education National Reporting System (NRS) accountability report and financial data reported on the DOE 499.*
4. Final enrollment percentage will be calculated and auto populated based on approved projected enrollment compared to actual year one final enrollment meeting at least 85%. Grant recipients that fail to meet at least 85% of projected enrollment figures will earn monies based on funds per enrollment. You will be notified by FLDOE with instructions on resubmitting a revised DOE 499 form and possible refund to the FLDOE Comptroller's Office.
5. Respond to technical assistance question by clicking on the dropdown menu and selecting either YES or NO. If assistance is needed, respond in the green box provided.
6. Send original final DOE 499 to the FLDOE Comptroller's Office per the GREEN BOOK. GREEN BOOK: <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>
7. Email the completed End-of-Year Performance Reconciliation Reporting Form and a scanned copy of your final DOE 499 form to your FLDOE Program Manager.

Example End-of-Year Performance Reconciliation Form (Target Achieved)

End-of-Year Performance Reconciliation Reporting Form
Adult General Education
Program Year 2017-2018

Provider Name		Sunshine County School Board
Contact Person Name		John Smith
Contact Person Phone Number		123-456-7891
Email Address		JohnSmith@sunshinecountyschools.org
Project Number	370-1918B-8CG01	
Project Award Amount	\$	244,266
Funds per Enrollment	\$	284

Performance Outcomes (Completed by Funded Agency)				
NRS Participant Projections (Enrollment #APPROVED in Grant Award Form 1-D)	Mid-Year NRS Participants (Unduplicated Student Enrollments)	Mid-Year Participant Percentage	Final NRS Participants (Unduplicated Student Enrollments)	Year One Min. 85%
857	400	46.00%	766	89%

Do you need technical assistance implementing your Adult Education Program?	No
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If yes, to facilitate service, please state your need(s) and your FLDOE program manager will contact you. Please respond here:

Example End-of-Year Performance Reconciliation Form (Target Not Achieved)

End-of-Year Performance Reconciliation Reporting Form
Adult General Education
Program Year 2017-2018

Provider Name		Sunshine County School Board
Contact Person Name		John Smith
Contact Person Phone Number		123-456-7891
Email Address		JohnSmith@sunshinecountyschools.org
Project Number	370-1918B-8CG01	
Project Award Amount	\$	244,266
Funds per Enrollment	\$	284

Performance Outcomes (Completed by Funded Agency)				
NRS Participant Projections (Enrollment #APPROVED in Grant Award Form 1-D)	Mid-Year NRS Participants (Unduplicated Student Enrollments)	Mid-Year Participant Percentage	Final NRS Participants (Unduplicated Student Enrollments)	Year One Min. 85%
857	400	46.00%	700	81%

Do you need technical assistance implementing your Adult Education Program?	No
If yes, to facilitate service, please state your need(s) and your FLDOE program manager will contact you. Please respond here:	

End of Year Performance Reconciliation Reporting Form - Continued -

- Upon FLDOE's receipt of the End-of-Year Performance Reconciliation Reporting Form and the final DOE 499
 - Internal review of final performance and financial summary
 - Agencies will be notified individually by your FLDOE program manager, if modifications are necessary.



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FLDOE Internal Reconciliation Process

Marcy Sieg

FLDOE Internal Reconciliation Process

- FLDOE staff will conduct a reconciliation of enrollment data to financial disbursement, based on data in the Adult Education National Reporting System (NRS) accountability report and financial data reported on the final DOE 499.
- Enrollment target(s) will be verified through student level data submission based upon unduplicated headcount in AEFLA eligible programs.

FLDOE Internal Reconciliation Process

- Continued -

- If grant recipients receive financial payment greater than warranted by actual enrollment target achieved, 85% Program Year 2017-2018, the recipient **MUST** reimburse FLDOE the difference and submit a revised original final DOE 499 to the FLDOE Comptroller's Office.
- The amount of repayment is based upon the funds per enrollment calculated for the grant award and the difference between the actual enrollment and the agreed enrollment target.

Example of Refund Amount Determination FLDOE Only

Final Project Performance and Fiscal Reconciliation							
Enrollment Performance			Fiscal				
NRS Participant Projections (Enrollment #APPROVED in Grant Award Form 1-D)	Final NRS Unduplicated Student Enrollments <small>NRS Table 4</small>	Required Enrollment Target to Meet 85%	Difference Between Final and Required Enrollment	Funds per Enrollment	Enrollment Target met (Yes or No)	Financial Award Reconciliation Amount	Final Amended Award Amount
183	146	155	(9)	\$ 575	No	\$ (5,175.00)	\$ 100,221.00

Amended Award Amount after Reconciliation	Amount Drawdown Data Source DOE 499	Amount Over Paid (Agency Must Refund)
\$ 100,221.00	\$ 105,396.00	\$ (5,175.00)

Verification of Completed Evaluation					
Agency must submit refund and revised DOE 499.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature of FDOE Evaluator	Jane Jones	Date of Verification	11/25/2018



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Performance Reporting Reconciliation Recap

Gloria Spradley-Brown

Mid-Year Performance Reporting Form

- Must be submitted to your FLDOE Program Manager via e-mail no later than March **15, 2018**.
- Review enrollment achieved.
- Notify your FLDOE program manager if technical assistance is needed.
- Failure to submit the Mid-Year Performance Reporting Form is non-compliant to the agreed upon Adult Education Assurance and Acknowledgement form (15-D) signed by your agency head.

End-of-year Performance Reconciliation Reporting Form

- The End-of-Year Performance Reconciliation Reporting form and a **copy** of the final DOE 499 should be e-mailed to your FLDOE Program Manager no later than **August 20, 2018**.
- The original final DOE 499 form should be mailed to the FLDOE Comptroller's office. The address is located on the form.
- Upon FLDOE's receipt of the End-of-Year Performance Reconciliation Reporting Form and the final DOE 499, the agency will be notified of any necessary modifications.
- If grant recipients receive financial payment greater than warranted by actual enrollment target achieved 85% Program Year 2017-2018, the recipient **MUST** reimburse FLDOE the difference and mail a revised original final DOE 499 form to the FLDOE Comptroller's office.

Participants' Questions



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