

TO: State Directors of Adult Education and Literacy

FROM: Jay LeMaster, Accountability Team Leader  
National Reporting System (NRS) for Adult Education  
Division of Adult Education and Literacy (DAEL)  
Office of Vocational and Adult Education (OVAE)

SUBJECT: **Submission of Annual Performance Reports – Due Date: December 31, 2013**

DATE: September 30, 2013

This memo provides information regarding the annual reporting requirements for the adult education State-administered formula grant program. The required annual reports include:

1. Statistical performance report,
2. Federal financial reports (initial for 2012-13 and final for 2011-12),
3. Narrative report,
4. Data quality checklist, and
5. Assessment policy.

Please remember that the State assessment policy must be submitted for review and approval prior to or at the time a State submits its annual statistical report (see page 4). All reports are due on December 31, 2013. Under CFR 80.40 (b) (1) and CFR 80.41 (a) (7) 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, 2013**.



### **1. Statistical Performance Report**

The annual statistical performance report includes 16 tables. Tables 1, 2, 3, 4, 4B, 5, 6, 7, 10, and 14 are required. Tables 4C and 5A are required only for States conducting distance education programs. Tables 8, 9, 11, and 12 are optional. The web address for the online reporting system is <http://wdcrobcolp01.ed.gov/CFAPPS/OVAE/NRS/>.

Tables 5, 5a, 6, 7, 8, 9, and 10 have been revised to accommodate the changes to reporting data for the follow-up measures and to add new student and teacher measures. However, the new version of the NRS database has not yet been released. **DAEL will inform you when these new reporting tables are available for use in the NRS database.**

If you have questions about the follow-up schedule for the employment related outcomes, please see [http://www.nrsweb.org/Tips/EmploymentReporting/NRSTips\\_Employment\\_Reporting.pdf](http://www.nrsweb.org/Tips/EmploymentReporting/NRSTips_Employment_Reporting.pdf).

The NRS Web-based reporting system has the capability to accept uploaded data files in the standard comma separated values (csv) or comma delimited ASCII file formats, which can be generated from Excel spreadsheets. You also may enter your data directly into the tables. Please

double check to confirm that you are entering your data for program year 2012 in the correct year (July 1, 2012 – June 30, 2013).



## 2. Federal Financial Reports

The NRS Web-based reporting system includes four new tables for reporting your initial 2012 and final 2011 Federal Financial Reports (FFRs). Please note the additional information that must be reported on the FFR, such as cash on hand and program income expended. The new version of the NRS database has not yet been released. **DAEL will inform you when these new reporting tables are available for use in the NRS database.**

You are responsible for submitting the following four FFRs:

- **Initial FFRs for 2012** – the period from July 1, 2012, to September 30, 2013
  1. Total Allocation – including EL/Civics (system table FFR1)
  2. EL/Civics only (system table FFR3)

Please select “2012” (July 1, 2012 – September 30, 2014) from the menu drop-down list and click the "go" button to continue.

- **Final FFRs for 2011** – the period from July 1, 2011, to September 30, 2013
  3. Total Allocation – including EL/Civics (system table FFR2)
  4. EL/Civics only (system table FFR4)

Please select “2011” (July 1, 2011 – September 30, 2013) from the menu drop-down list and click the "go" button to continue.

In addition to the online submission of the FFRs, scanned copies of each FFR with original signatures must be submitted by email. Please do not mail FFRs. Send the scanned copies by email to [NRS@ed.gov](mailto:NRS@ed.gov). In the subject line of the email please enter and complete the following:

**FFR for (Name of State)**



## 3. Narrative Report

The annual narrative report should be uploaded into the online reporting system. The system will accept Microsoft Word (compatible with MS Word 2000/2003) and Adobe PDF files. The Word files are smaller and easily edited, but PDFs may be safer for embedded objects like graphs. In the event of a system failure, the report may be submitted by electronic mail to [NRS@ed.gov](mailto:NRS@ed.gov) with a copy to your area coordinator.

## Descriptive Information for the Narrative Report

The maximum number of pages is 10. The database will not accept larger documents. The report title should be styled as “[State Name] Narrative Report 2012-2013” (e.g., **Montana Narrative Report 2012-2013**) and the file name should be “[State Name] Report 2012-13” (e.g., **Montana Report 2012-13**). 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.



### 4. **Data Quality Checklist (DQC), Certification and, if applicable, Improvement Plan**

On the main menu of the online reporting system, please select the link “Complete the NRS State Data Quality Checklist.” If data quality standards are not met at the **Superior** level or higher, you must also submit a plan for improvement at the end of the DQC.

The signed and dated DQC Certification form should be scanned and emailed to [NRS@ed.gov](mailto:NRS@ed.gov). Please do not mail a hard copy. In the subject line of the email please enter and complete the following:

**DQC for (*Name of State*)**



### 5. **Assessment Policy**

34CFR462.40 (b) requires each State to submit its assessment policy for review and approval at the time it submits its annual statistical report for the NRS. Please submit the assessment policy the State will use for the program year covering July 1, 2014 through June 30, 2015. You may

send it by email to your area coordinator with a copy to [NRS@ed.gov](mailto:NRS@ed.gov). In the subject line of the email please enter and complete the following:

**Assessment Policy for (Name of State)**

If your office has made no changes to the policy OVAE approved for the program year covering July 2013 through June 2014, please include the note “NO CHANGES FROM LAST APPROVED POLICY” in your cover message.

**Data Entry Tips**

Complete all tables in order, i.e., 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 among tables. Certain inconsistencies will prevent you from submitting tables for approval. Ignore Table 4A which continues to be displayed only for historical purposes; but Table 4B is required.

Only one person at a time per State should be entering data and that person should use only one web browser window. Multiple users or browser sessions may allow one set of data to overwrite and replace another set unintentionally.

**Technical Note:** The online NRS database interface has been tested with Microsoft Internet Explorer v. 6+, Mozilla Firefox v. 1+, Netscape v. 6+, Safari v. 1+, and Opera v. 9+ and works best with Java Script enabled. A browser privacy setting above medium-high may prevent access to the database.

**Email Tip:** Before sending email messages to [NRS@ed.gov](mailto:NRS@ed.gov), request a delivery receipt and save the e-receipt for your records.

**Contact Information**

If you have questions or need to address a technical issue, please contact the following system administrators. If they cannot directly assist you they will relay your issue to the resource people who can respond.

Josh Behsudi – (202) 245-7783  
E-mail: [joshua.behsudi@ed.gov](mailto:joshua.behsudi@ed.gov)

Michelle Meier – (202) 245-7890  
E-mail: [michelle.meier@ed.gov](mailto:michelle.meier@ed.gov)