

# MODERNIZING GRANTS MANAGEMENT: ED'S ANNUAL PERFORMANCE REPORTING TOOL

The U.S. Department of Education (ED) is modernizing the collection and submission of required Annual Performance Reports (APRs) to reduce the burden on stakeholders and streamline internal review and analysis. In partnership with AEM Education Services, ED has modernized and consolidated several legacy systems using the Appian low-code business process automation platform.

The ED APR Tool now offers an adaptable, reusable solution at a reasonable cost—a better model to meet future reporting needs.

## ED APR Tool—a better model for future reporting needs

### Challenge

All recipients of federal grants are required to submit an APR to demonstrate progress toward meeting the intent for each program supported by federal funds. APRs also guide monitoring of grant progress and offer valuable insights into policy and management.

This requirement leads to ED's yearly collection of more than 25,000 APRs. To date, there has not been a single enterprise solution for APRs, resulting in redundant systems, manual collections for smaller programs, duplicate data quality reviews and/or issues, data silos, and increased grantee and ED burden and costs.

### Solution

The National Center for Education Statistics (NCES) Elementary and Secondary Branch (ESB) partnered with AEM Education Services to develop the ED APR Tool. Based on the team's experience with APR submissions, the ED APR Tool applies parameter-driven decision making based on a standardized approach.

Recognizing the downstream needs for program offices may be slightly different, the ED APR Tool allows content for collections, workflow, and outputs to be easily tailored to meet APR reporting requirements for individual grant programs and program offices.

**Benefits on next page** ►

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## Benefits

The ED APR Tool is designed to reduce the time and cost to automate and maintain APR collections. The following chart demonstrates how the ED APR Tool's innovations offer substantial benefit to each user group involved in APR submission and review.

▶ KEY FEATURE

## 1 REDUCED BURDEN

on **Grantees**

on **ED**

Lessens the workload by facilitating an intelligent, multi-step process from submission through final review and determinations.



Modern UI provides a familiar look and feel using low-code portal.

- ▶ EDFacts Portal page provides access with single sign-on to all surveys assigned.
- ▶ Grantee-specific data can be pre-populated into their APR and refreshed based on business needs.
- ▶ Workflow with internal commenting capability replaces the need to use email or phone for correspondence.
- ▶ Dedicated errors page addresses business rules with ability to comment on errors and sort.

▶ **Centralized status report provides single location to see submission progress for all grantees throughout the entire submission window.**

- ▶ Consolidated report provides machine readable access to data across all grantees.

### Dashboard with drill-through capability

▶ **Focuses attention on actionable items that need to be addressed.**

- ▶ Provides access to submitted information for all grantees.

### Structured APR Word Documents

- ▶ Populates with the same content and data available via the UI.

▶ **Individually populated with APR content and each grantee's data.**

## 2 STREAMLINED APR REVIEW AND ANALYSIS

for **ED**

Helps users to focus on actionable items, track status, and receive electronic alerts throughout this process.

▶ **Internal review workflow provides the ability to assign work to team members from within the tool, including internal commenting and progress tracking capability.**

- ▶ Provides common response language, resulting in consistent messaging by ED reviewers to grantees.

## Contact Us

The ED APR Tool is now being used to collect APR data for two of the ED's largest formula grants, in partnership with the Office of Elementary and Secondary Education and the Office of Special Education Programs.

Contact [APRTool@aemcorp.com](mailto:APRTool@aemcorp.com) to explore how the ED APR Tool can be tailored to meet your needs and business processes.