

Guidance regarding Grant Periodic Reporting for Bilingual Education Award (BEA) on IWAS.

When completing quarterly BEA Grant Periodic Reporting, follow these guidelines when completing the periodic reports to gain the stamp of approval!

- Disregard the language on the IWAS page; only use the Grant Periodic Reporting (GPR) Template when referring to your BEA grant
- The GPR Template is the focus. Please complete the template in the correct period and attach it to the IWAS report found in Reporting -> "Grant Periodic Reporting System". Use the same template for the entire Fiscal year, filling in the appropriate tab.
- Use the Template that is on the [Grant Periodic Reporting Website](#) for the most current tool. It is found under the chart of reporting due dates in "Reporting Tools".
- Write "See template" in the *Deliverables* and *Performance* boxes on the IWAS report. If there is no activity to report, indicate it by typing "No Activity" in the appropriate tab in the GPR Template, next to the corresponding activity. The specific activities should be in Column B in the template (activity description to follow). **The GPR Template must be attached to the IWAS report regardless if there is no activity to report.**
- GPR Template activities are BEA activities (events, resources, staffing, etc.) as they are proposed in your BEA grant budget detail. **Only those SUPPLEMENTAL activities indicated in the grant(s) should be reported, not the district, state or other federal funded activities.**

Example: If "Teacher stipend for after-school instruction for ELs" is one activity covered by another grant, you do not need to report it. Additionally, this activity is not allowable for BEA funding. If the activity is supporting the acquisition of eCurriculum for students, then the BEA funds are then used to support it and should be reported in the 1000 function.

- Activities should be noted as major activities on 1st quarter, Column B. As the activities are typed in (the same verbiage and strand as in the BEA grant *program plan* and corresponding *budget detail*), **those activities will populate in the other tabs in Column B (Quarter 2, 3, 4 and final period or "5")**. In Column A, place the appropriate function and object that corresponds with the activity.
- The reports are PERIODIC. Only include events, activities, expenditures and results for the specific period. No past or future quarters need to be included in the current reporting period.

Example: 2nd Quarter=October 1-December 31, no activity before Oct 1 and nothing after December 31 should be reported.

- The GPR must have both *Deliverables* and *Performance* descriptions using the elements found in the header in the GPR Template.

Do not hesitate to contact your principal consultant at the Multilingual Department [here](#). Click [here](#) to find your consultant or email multilingual@isbe.net .