

**U.S. DEPARTMENT OF EDUCATION
Office of Safe and Drug-Free Schools**

CAROL M. WHITE PHYSICAL EDUCATION GRANT **GPRA MEASURE GUIDANCE**

Congratulations on being awarded a PEP grant!

We know that you have many things to consider in getting your program off the ground; perhaps at this point in time, your first annual performance report is the last thing on your mind. However, a little planning ahead will pay off when you're preparing your report in the spring.

This guide is designed to walk you through the data collection requirements that you, as a federal grantee, must comply with. We want to make sure that you have the knowledge and understanding necessary to collect performance data. Not only are you required to report this data to the department under the Government Performance Results Act, but also, these and any other evaluation measures you establish for your program will provide valuable feedback about your progress. You can and should use that feedback to continuously improve the way you operate the program, so that you can better serve your target population.

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report its progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How are GPRA data used?

The GPRA data you submit, along with the other information you provide in your annual performance report, will be reviewed and used by program staff to assess grantee progress; it also plays a part in continuation funding (the granting of year 2 and year 3 award amounts) considerations. Currently, program-level data, which are aggregated across all PEP grantees, is publicly available on the Department's website (www.ed.gov). In the near future, the GPRA data you submit

may be shared with the general public *at the individual program level*. As such, it is in your best interest to ensure you are collecting consistent, meaningful performance data over the course of your grant, as the public will be able to access the data that your program has reported to the department.

Using data to improve program performance

- ♦ Have a strategic plan
- ♦ Establish measures to monitor progress on your planned outcomes
- ♦ Each objective in your strategic plan should be linked to relevant, measurable indicators of success
- ♦ Establish meaningful, realistic targets
- ♦ Treat performance data as important feedback that can help improve your program and better serve your population

How can grantees get additional guidance about GPRA?

We strongly encourage you to review the GPRA measures and your capacity to collect the appropriate data to meet the requirement as early as possible. Do not wait until the last minute to consider this requirement—at that point it will be too late to have collected the information necessary to respond to the PEP GPRA measures. If you have any questions after you have read through the materials provided to you, please contact your grant monitor; they will be happy to assist you.

How this guide is structured

This guide is designed to walk you through the GPRA measures that have been established for the PEP program. Each section is structured in the same way, providing the following information:

- ♦ The GPRA measure
- ♦ Key definitions of terms
- ♦ Data elements necessary to be collected for the measure
- ♦ Additional information or concerns regarding the measure, data quality, and collection methods
- ♦ Step-by-step instructions for filling out the 534B.

Collection methods

Several possible methods are available for collecting the data needed for these measures. For example, students could keep activity logs, teachers could observe and track student activity levels, or data from heart monitors or other assessment tools could be used to assess the amount of moderate to vigorous activity. In selecting a method for the required data collection, grantees should consider issues including whether a method is age- or developmentally-appropriate for the students to be served, and if a method is consistent with other planned grant activities and evaluation activities. Grantees should discuss collecting the GPRA data with their project evaluators, and should include considering the range of methods that are available to collect data to respond to these measures.

MEASURE 1

The percentage of elementary school students served by the grant who engage in 150 minutes of moderate to vigorous activity per week.

DEFINITIONS

- ♦ **Students:** all the elementary school students served by your PEP grant
- ♦ **Moderate physical activity:** activity that results in an increase in breathing or heart rate (Examples: Walking briskly, dancing, swimming, or bicycling on level terrain). This activity can take place during physical education class, extra-curricular sports, or other activities that the students in the target population participate in.
- ♦ **Vigorous physical activity-** activity that results in hard breathing or sweating (Examples: Jogging, high-impact aerobic dancing, swimming continuous laps, or bicycling uphill). This activity can take place during physical education class, extra-curricular sports, or other activities that the students in the target population participate in.
- ♦ **Per week:** The average number of students who engaged in 150 minutes or more of moderate to vigorous activity in each week that measurement was taken. See the following section for additional information.
- ♦ **Baseline:** Data collected about the students to be served by the grant before the interventions supported by the grant begin.

DATA NECESSARY FOR THIS MEASURE & CALCULATIONS

The data elements that grantees need to collect for this measure are:

1. Average number of elementary school students served by the grant in each measurement week.
Calculation: For each week that measurement logs are kept, add up the total number of students enrolled in the program each week, add the student totals from each week together, and divide by the number of weeks. See the example at the end of this section (p. 8) for additional information on how to calculate this number.
2. Average number of elementary school students served by the grant who engage in at least 150 minutes (or more) of moderate to vigorous activity each week.
Calculation: For each week that measurement logs are kept, add up the total number of students enrolled in the program each week, add the student totals from each week together, and divide by the number of weeks. See the example at the end of this section (p. 8) for additional information on how to calculate this number.

COLLECTING THE DATA

We have developed these guidelines on proper collection methods in order to provide data that meets the GPRA measures, but does not place an unreasonable burden on your capacity to collect data. Rather than requiring you to keep track of every student's activity length and intensity every day of every year, we are asking you to designate a certain number of weeks in which measurement occurs, along with a threshold which each student must meet in order to be counted as reaching the 150 minute-per-week standard. Ideally, student activity intensity and duration will be tracked at all times; however, this may present an undue burden for some grantees. In any case, there should be a minimum of **four** separate collection weeks, evenly spaced out through the project year. Collection weeks should be randomly established and not intentionally in conjunction with weeks where overall participation may be higher (i.e., school field days). Refer to the "collection methods" section on page 2 for considerations about how you should keep track of student activity intensity and duration.

ADDITIONAL INFORMATION

- ♦ Performance data should be collected in each year of the grant.
- ♦ All student counts should be unduplicated. For example, if a student is participating in one or more PE class, they should only be counted once as meeting or not meeting the indicator criteria.
- ♦ This GPRA measure is a measure of student output; it is NOT a measure of student improvement. Do not provide any data about the number or percentage of students that have increased their participation or improved their achievement. While improvements should be recognized and encouraged, under the GPRA measure established for this program, either a student has participated at the level indicated, or they have not.

FILLING OUT THE 524B

NOTE: Fill out only as directed. Some boxes are intentionally left blank. If you have additional information, you should provide it in the “Additional Information” section, rather than in those boxes. You **MUST** provide the requested ratios (“D” and “E”) to be meet GPRA requirements.

Project Objective: **A**

1.a. Baseline Measure	Measure Type	Quantitative Data					
B1	C	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
						$\frac{D}{E}$	F
1.b. Performance Measure	Measure Type	Quantitative Data					
B2	C	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			$\frac{G}{H}$	I		$\frac{D}{E}$	F

Additional Information: **J (see instructions)**

INSTRUCTIONS:

A **ENTER** “The percentage of elementary school students who engage in 150 minutes of moderate to vigorous physical activity per week will increase in students served by the grant.”

B1 **ENTER** “The percentage of elementary school students served by the grant who engaged in 150 minutes of moderate to vigorous physical activity per week—baseline”

B2 **ENTER** “The percentage of elementary school students served by the grant who engaged in 150 minutes of moderate to vigorous physical activity per week—year-end performance”

C **ENTER** “GPRA”

Note: All data entered in Row 1.a will be for baseline data. All data entered in Row 1.b will be for year-end performance data.

D **ENTER** The average number of students who engaged in 150 minutes of moderate to vigorous physical activity per week. _____

E **ENTER** The average number of elementary school students participating in the program during measurement weeks _____

F **(OPTIONAL) ENTER** % of elementary school students engaging in 150 minutes of moderate to vigorous physical activity.
(D / E) x 100 = _____

Note: Fields “D” and “E” are required for your grant to be meet GPRA requirements. It is not acceptable to provide only a raw number or only a percentage.

G **ENTER** Target number of elementary school students served by the grant who will engage in 150 minutes of moderate to vigorous physical activity per week _____

Note: there is no target for baseline data (1.a)

H **ENTER** Total target number of elementary school students to be served by the grant. _____

I **ENTER** Target % of elementary school students engaging in 150 minutes of physical activity.
(G / H) x 100 = _____

Note: Although you are encouraged to think about what your actual target numbers are for level of participation in the program and for number of students meeting the standard for this measure, you may provide only a percentage for the target if you wish.

J **“Additional Information,” INSTRUCTIONS:**

1. For each project objective and associated performance measures, indicate what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Clearly identify and explain any deviations from your approved evaluation plan, including changes in design or methodology, or the individual or organization conducting the evaluation.
2. Based on your data, provide a description of preliminary findings or outcomes, including information to show whether you are making progress towards meeting each performance measure. Further, indicate how your performance measures data show that you have met or are making progress towards meeting the stated project objective. In your discussion, provide a brief description of your activities and accomplishments for the reporting period that is related to each project objective.
3. If expected data were not furnished, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).
4. Indicate how you used your data and information from your evaluation to monitor the progress of your grant, and if needed, to make improvements to your original project plan (e.g., project activities and milestones) which are consistent with your approved objectives and scope of work.

EXAMPLE:

week	(1) enrollment	(2) # elementary school students engaging in 150 minutes or more of moderate to vigorous activity
1	210	100
2	208	115
3	211	107
4	210	130
Total	839	452
Average (total / # weeks)	209.75	113

Calculation:

$$\begin{aligned}
 &\text{The percentage of elementary school students served by the grant who engage in 150 minutes of moderate to vigorous activity per week} \\
 &= \frac{\text{average \# elementary school students engaging in 150 minutes or more of moderate to vigorous activity}}{\text{Average enrollment}} = \frac{113}{209.75} = 0.5389 \times 100 = \mathbf{53.87\%}
 \end{aligned}$$

How to fill out the 524B

Project Objective: The percentage of elementary school students who engage in 150 minutes of moderate to vigorous physical activity per week will increase in students served by the grant.

1.a. Performance Measure	Measure Type	Quantitative Data					
The percentage of elementary school students who engaged in 150 minutes of moderate to vigorous physical activity per week—baseline.	GPRA	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
						88/220	40%
1.b. Performance Measure	Measure Type	Quantitative Data					
The percentage of elementary school students served by the grant who engaged in 150 minutes of moderate to vigorous physical activity per week—year-end.	GPRA	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			132/220	60%		113/209.75	53.87%

MEASURE 2

The percentage of middle and high school students served by the grant who engage in 225 minutes of moderate to vigorous activity per week.

DEFINITIONS

- ♦ **Students:** all the middle and high school students served by your PEP grant
- ♦ **Moderate physical activity:** activity that results in an increase in breathing or heart rate (Examples: Walking briskly, dancing, swimming, or bicycling on level terrain). This activity can take place during physical education class, extra-curricular sports, or other activities that the students in the target population participate in.
- ♦ **Vigorous physical activity-** activity that results in hard breathing or sweating (Examples: Jogging, high-impact aerobic dancing, swimming continuous laps, or bicycling uphill). This activity can take place during physical education class, extra-curricular sports, or other activities that the students in the target population participate in.
- ♦ **Per week:** The average number of students who engaged in 225 minutes or more of moderate to vigorous activity in each week that measurement was taken. See the following section for additional information.
- ♦ **Baseline:** Data collected about the students to be served by the grant before the interventions supported by the grant begin.

DATA NECESSARY FOR THIS MEASURE

The data elements that grantees need to collect for this measure are:

1. Average number of middle *and* high school students served by the grant in each measurement week.
Calculation: For each week that measurement logs are kept, add up the total number of students enrolled in the program each week, add the student totals from each week together, and divide by the number of weeks. See the example at the end of this section (p. 14) for additional information on how to calculate this number.
2. Average number of middle *and* high school students served by the grant who engage in at least 225 minutes (or more) of moderate to vigorous activity each week.
Calculation: For each week that measurement logs are kept, add up the total number of students enrolled in the program each week, add the student totals from each week together, and divide by the number of weeks. See the example at the end of this section (p. 14) for additional information on how to calculate this number.

COLLECTING THE DATA

We have developed these guidelines on proper collection methods in order to provide data that both meets the GPRA measures but does not place an unreasonable burden on your capacity to collect data. Rather than requiring you to keep track of every student's activity length and intensity every day of every year, we are asking you to designate a certain number of weeks in which measurement occurs, along with a threshold which each student must meet in order to be counted as reaching the 225 minute-per-week standard. Ideally, student activity intensity and duration will be tracked at all times; however, this may present an undue burden for some grantees. In any case, there should be a minimum of **four** separate collection weeks, evenly spaced out through the project year. Collection weeks should be randomly established and not intentionally in conjunction with weeks where overall participation may be higher (i.e., school field days). Refer to the "collection methods" section on page 2 for considerations about how you should keep track of student activity intensity and duration.

ADDITIONAL INFORMATION

- ♦ Performance data should be collected in each year of the grant.
- ♦ All student counts should be unduplicated. For example, if a student is participating in one or more PE class, they should only be counted once as meeting or not meeting the indicator criteria.
- ♦ This GPRA measure is a measure of student output; it is NOT a measure of student improvement. Do not provide any data about the number or percentage of students that have increased their participation or improved their achievement. While improvements should be recognized and encouraged, under the GPRA measure established for this program, either a student has participated at the level indicated, or they have not.

FILLING OUT THE 524B

NOTE: Fill out only as directed. Some boxes are intentionally left blank. If you have additional information, you should provide it in the “Additional Information” section, rather than in those boxes. You **MUST** provide the requested ratios (“D” and “E”) to be meet GPRA requirements.

Project Objective: **A**

2.a. Baseline Measure	Measure Type	Quantitative Data					
B1	C	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
						$\frac{D}{E}$	F
2.b. Performance Measure	Measure Type	Quantitative Data					
B2	C	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			$\frac{G}{H}$	I		$\frac{D}{E}$	F

Additional Information: **J (see instructions)**

INSTRUCTIONS:

A ENTER “The percentage of middle and high school students who engage in 225 minutes of moderate to vigorous physical activity per week will increase in students served by the grant.”

B1 ENTER “The percentage of middle and high school students served by the grant who engaged in 225 minutes of moderate to vigorous physical activity per week—baseline”

B2 ENTER “The percentage of middle and high school students served by the grant who engaged in 225 minutes of moderate to vigorous physical activity per week—year-end performance”

C ENTER “GPRA”

Note: All data entered in Row 2.a will be for baseline data). All data entered in Row 2.b will be for year-end performance data.

D ENTER The average number of middle and high school students who engaged in 225 minutes of moderate to vigorous physical activity per week. _____

E ENTER The average number of middle and high school students participating in the program during measurement weeks _____

F (OPTIONAL) ENTER % of students engaging in 225 minutes of moderate to vigorous physical activity.
(D / E) x 100 = _____

Note: Fields “D” and “E” are required for your grant to be considered GPRA-compliant it is not acceptable to provide only a raw number or only a percentage. Baseline data are optional—do not enter data for “D,” “E,” and “F” in 2a if you do not have baseline data.

G ENTER Target number of middle and high school students served by the grant who will engage in 225 minutes of moderate to vigorous physical activity per week _____

Note: there is no target for baseline data (2.a)

H ENTER Total target number of middle and high school students to be served by the grant. _____

I ENTER Target % of middle and high school students engaging in 225 minutes of physical activity per week.
(G / H) x 100 = _____

Note: Although you are encouraged to think about what your actual target numbers are for level of participation in the program and for number of students meeting the standard for this measure, you may provide only a percentage for the target if you wish.

J “Additional Information,” INSTRUCTIONS:

1. For each project objective and associated performance measures, indicate what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Clearly identify and explain any deviations from your approved evaluation plan, including changes in design or methodology, or the individual or organization conducting the evaluation.
2. Based on your data, provide a description of preliminary findings or outcomes, including information to show whether you are making progress towards meeting each performance measure. Further, indicate how your performance measures data show that you have met or are making progress towards meeting the stated project objective. In your discussion, provide a brief description of your activities and accomplishments for the reporting period that is related to each project objective.
3. If expected data were not furnished, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).
4. Indicate how you used your data and information from your evaluation to monitor the progress of your grant, and if needed, to make improvements to your original project plan (e.g., project activities and milestones) which are consistent with your approved objectives and scope of work.

EXAMPLE:

week	(1) enrollment	(2) # middle and high school students engaging in 225 minutes or more of moderate to vigorous activity
1	2500	1673
2	2493	1700
3	2501	1642
4	2498	1659
Total	9992	6674
Average (total / # weeks)	2498	1668.5

Calculation:

The percentage of middle and high school students served by the grant who engage in 150 minutes of moderate to vigorous activity per week

$$= \frac{\text{average \# middle and high school students engaging in 150 minutes or more of moderate to vigorous activity}}{\text{Average enrollment}} = \frac{1668.5}{2498} = 0.6679 \times 100 = 66.79\%$$

How to fill out the 524B

Project Objective: The percentage of middle and high school students who engage in 225 minutes of moderate to vigorous physical activity per week will increase in students served by the grant.

2.a. Performance Measure	Measure Type	Quantitative Data					
The percentage of middle and high school students who engaged in 225 minutes of moderate to vigorous physical activity per week—baseline.	GPRA	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
						1250/2500	50%
2.b. Performance Measure	Measure Type	Quantitative Data					
The percentage of middle and high school students served by the grant who engaged in 225 minutes of moderate to vigorous physical activity per week—year-end.	GPRA	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			1625/2500	65%		1668.5/2498	66.79%

MEASURE 3

The cost (based on the amount of the grant award) per student who achieves the level of physical activity required to meet the physical activity measure above (150 minutes of moderate to vigorous physical activity per week for elementary school students, and 225 minutes of moderate to vigorous physical activity per week for middle and high school students).

Grantees will not be required to provide data for this measure. Instead, the Department of Education will use data provided for the physical activity measures above, as well as the grant expenditure amounts, to calculate your performance for this measure.