



# EMHE Grant Reporting, Closing, and Final Questions

Fiscal Year 2009 New Project Director's Meeting  
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# Objectives

- Review importance of evaluation and overall goals
- Discuss reporting requirements for EMHE grantees
- Introduce ED's standard report form- ED 524B
- Understand how the components of the ED 524B relate to your EMHE grant
- Answer questions



# Why Evaluate EMHE Projects?

Because evaluation...

- is a way to gather institutional and community data to help improve emergency management plans,
- allows for feedback and continuous improvement,
- uncovers new information or consequences that were not anticipated, and
- involves multiple stakeholders in the process and creates buy-in for emergency management planning across the campus and community.



# Overview of Evaluation

- What it does...
  - Determines if a project is accomplishing objectives
  - Supports decision-making within the campus and the community
  - Provides data for communicating to stakeholders
  - Helps the U.S. Department of Education report on progress
- What it does not do...
  - Attempt to judge a project or institution subjectively
  - Represent a false picture of program success for administrators or funders



# EMHE Grantee Reporting Requirements

- Interim Performance Reports
  - Due July 1, 2010
- Final Performance Reports
  - Due 90 days following conclusion of your EMHE grant
- Directions and forms will be sent via the list serve approximately 30 days prior to interim report due date and project end date



## ED 524B

- A generic form covering most U.S. Dept of Education discretionary grants
- Your job is to populate and individualize this generic form to describe your progress toward meeting:
  - GPRA Measures
  - Project-Specific Measures
  - Grant Requirements



# Performance Reporting: ED 524B

- What are the components of the ED 524B?
  - Cover Sheet
  - Executive Summary
  - Section A - Project Status Charts
  - Section B - Budget Information
  - Section C - Additional Information



## ED 524B Instructions

- Review the instructions that are provided for completing the ED 524B
- Doing so will save you time, and extra work

Because...

- Incomplete or incorrect reports will not be accepted and will be returned for correction



# ED 524B Cover Sheet





**U.S. Department of Education**  
**Grant Performance Report Cover Sheet (ED 524B)**

OMB No. 1594-0003  
 Exp. 02/28/2011

*Check only one box per Program Office instructions.*  
 Annual Performance Report     Final Performance Report

**General Information**

1. PR/Award #: \_\_\_\_\_ (Block 5 of the Grant Award Notification - 11 characters.)  
 2. Grantee NCES ID#: \_\_\_\_\_ (See instructions. Up to 12 characters.)  
 3. Project Title: \_\_\_\_\_ (Enter the same title as on the approved application.)  
 4. Grantee Name (Block 1 of the Grant Award Notification): \_\_\_\_\_  
 5. Grantee Address (See instructions.) \_\_\_\_\_  
 6. Project Director (See instructions.) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Ph #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Ext: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Reporting Period Information (See instructions.)**

7. Reporting Period: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

**Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)**

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period (For Final Performance Reports only)		

**Indirect Cost Information (To be completed by your Business Office. See instructions.)**

9. Indirect Costs
- a. Are you claiming indirect costs under this grant?  Yes  No
- b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government?  Yes  No
- c. If yes, provide the following information:  
 Period Covered by the Indirect Cost Rate Agreement: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)  
 Approving Federal agency:  ED  Other (Please specify): \_\_\_\_\_  
 Type of Rate (For Final Performance Reports Only):  Provisional  Final  Other (Please specify): \_\_\_\_\_
- d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:  
 Is included in your approved Indirect Cost Rate Agreement?  
 Complies with 34 CFR 76.564(c)(2)?

**Human Subjects (Annual Institutional Review Board (IRB) Certification) (See instructions.)**

10. Is the annual certification of Institutional Review Board (IRB) approval attached?  Yes  No  N/A

**Performance Measures Status and Certification (See instructions.)**

11. Performance Measures Status
- a. Are complete data on performance measures for the current budget period included in the Project Status Chart?  Yes  No
- b. If no, when will the data be available and submitted to the Department? \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)
12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

\_\_\_\_\_  
 Name of Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# ED 524B: Cover Sheet

- 1 – Check this box: [ ] **Annual Performance Report** at the top.
- 2 – Reporting Period:
  - a) From: start date for your current budget period may be found in Block 6 of the GAN. (Typically, 07/01/09)
  - b) Report To: 06/01/09
- 3 – The budget expenditure information requested in items 8a. – 8c. and 9a. – 9d. must be completed by your **Business Office**.

These sections need to be completed in their entirety.  
Check G5 to ensure that report and drawdown amounts are consistent.
- 4 – Note: If your project includes in-kind funds (aka matching funds), the Non-Federal Funds column in section 8 must also be completed.
- 5 – The Cover Sheet must be signed by the Authorized Representative (AR) on the grant or the report will not be accepted.
- 6 – If you submit the report via e-Reports, you will need to fax the signed Cover Sheet to: 202-485-0041, Attention Tara Hill (or, scan and email)



## ED 524B: Executive Summary

- Executive Summary should:
  - Include a 1-2 page project summary
  - Provide highlights of the project's goals
  - Describe the extent to which outcomes and performance measures have been achieved
  - Explain any contributions the project has made toward advancing the field of campus-based emergency management



# ED 524B: Project Status Chart, Section A





**U.S. Department of Education  
Grant Performance Report (ED 524B)  
Project Status Chart**

OMB No. 1894-0003  
Exp. 02/28/2011

PR/Award # (11 characters): \_\_\_\_\_

**SECTION A - Performance Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**1. Project Objective**      Check if this is a status update for the previous budget period.

1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

## ED 524B: Section A

- Section A will highlight progress towards all project objectives. Two types:
  - Government Performance and Results Act (GPRA) measure
  - Project-specific objectives and measures
    - Drawn from needs assessment
    - As reflected in grant application
    - Based on individual campus priorities



# ED Performance Reporting: Objectives and Performance Measures (Cont'd.)

- Project-specific objectives and measures
  - Drawn from needs assessment
  - As reflected in grant application
  - Based on individual facility and campus issues
- Government Performance and Results Act (GPRA) measures



# Government Performance and Results Act (GPRA): Overview

- What is GPRA?
  - The Government Performance and Results Act of 1993 requires all Federal agencies to manage activities with attention to outcomes.
  - Agencies must:
    - State intended accomplishments
    - Identify the resources required
    - Periodically report to Congress
- What are the benefits of GPRA?<sup>a</sup>
  - Improved accountability for expenditures of public funds
  - Informed Congressional decision making through use of objective information
  - Government focus on results

<sup>a</sup> Government Performance and Results Act of 1993. Accessed at:  
<http://www.whitehouse.gov/omb/mgmt-gpra/gplaw2m.html> August 27, 2008.



## What is the EMHE GPRA Measure?

**The GPRA measure for this program is:**

- The percentage of EMHE grantees that demonstrate a 50 percent increase at the end of the project period in the number of course completions by their higher education institution personnel in key National Incident Management System (NIMS) courses compared to the number of such courses completed at the start of the grant project period.



# ED 524B, Section A: Project Status Chart for GPRA

- **Data Needed GPRA Measure:**
- (NOTE: How we are requesting this data may have changed based on our experience reviewing the interim reports.)
  - Information regarding the baseline number of NIMS course completions at your institution.
  - Target number of course completions (the number of course completions you hoped to address by the end of the grant period).
  - A table of the baseline and actual course completions by key personnel.
  - A narrative list of the Actual TOTAL number of course completions by the end of the reporting period.



# ED 524B, Section A: Project Status Chart for Project-Specific Measures

Grantees are required to provide information under the following sections for project-specific measures as well:

- Project Objective (if applicable)
- Performance Measure
- Measure Type (write “Project”)
- Quantitative Data (if applicable)
- A detailed Explanation of Progress



## ED 524B, Section A: GPRA Example Scenario

- At the beginning of the grant, Washington Community College surveyed staff and found that key personnel have completed some NIMS courses, including ICS 100, 200, 700, and 800, totaling 43 course completions.
- At the end of the grant, Washington Community College surveys staff again, and they have completed 183 total courses, which now include ICS 100, 200, 300, 400, 700, 800.



# GPRA: Example Project Status Chart

- The “Target/Ratio” will ALWAYS be a calculation yielding at least a 50% increase. The “Actual Performance Data/Ratio” is based upon the grantee’s outcome data.

1.a. Performance Measure	Measure Type	Quantitative Data					
Demonstration of a 50% increase at the end of the project period in the number of course completions by higher education institution personnel in key National Incident Management System (NIMS) courses compared to the number of such courses at the start of the grant project period.	GPRA	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			64.5 /43	50%		183/43	426%



# GPRA: Example Explanation of Progress

- **Outcome:** Grantees should report on the number of completions of each key NIMS course by key personnel. For consortia, this should be an aggregate number.

NIMS Course Number	NIMS Course Completions at the Start of the Grant	NIMS Course Completions at the End of the Grant
ICS 100	18	43
ICS 200	6	42
ICS 700	17	44
ICS 800	2	22
ICS 300	0	12
ICS 400	0	20
<b>Total Course Completions</b>	<b>43</b>	<b>183</b>

- Outcome (183) / Baseline (43) = 426% increase
- In this example, the grantee would have successfully met the target for the GPRA measure.



# ED 524B, Section A: Project Status Chart for GPRA

## What are “key NIMS courses”?:

For the purposes of this measure, the primary “key NIMS courses” are those identified by the Federal Emergency Management Agency (FEMA) in the Department of Homeland Security as requirements for NIMS compliance. To date, these courses include the following:

- IS-100: *Introduction to the Incident Command System*
  - IS-100.HE- *Introduction to the Incident Command System for Higher Education*
- IS-200: *ICS for Single Resources and Initial Action Incidents*
- IS-300: *Intermediate ICS*
- IS-400: *Advanced ICS*
- IS-700: *NIMS, An Introduction*
- IS-800.B: *National Response Framework, An Introduction*



# Project Status Chart for GPRA: DRAFT FAQ on NIMS

## What counts as "key NIMS courses" when I calculate my baseline and final course completion data?

- **Answer :** The Federal Emergency Management Agency (FEMA)'s Emergency Management Institute (EMI) has outlined a series of courses that are required for NIMS compliance. These courses include: IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800.B. All of these courses should be counted in your baseline and final numbers. In addition to these courses, FEMA has identified a series of other courses that support emergency management efforts at schools and campuses. They include: IS-701, IS-702, IS-703, and IS-706. If individuals in your institution have taken these courses, you may count them, as well. If there are additional FEMA certified courses that you would like to propose be counted in your baseline and final data, please email your Federal Project Officer (FPO) with a detailed justification including the name and number of the course, and a justification for why it should count. Your FPO will review your request and respond with guidance.



# Project Status Chart for GPRA: DRAFT FAQ on NIMS

## Who can count as "key personnel" for our calculation of NIMS course completions?

- **Answer:** The U.S. Department of Education (ED) has worked closely with the National Integration Center (NIC)'s Incident Management Systems Integration (IMSI) Division (IMSI) to provide guidance regarding who might be included as "key personnel" at your institution. Please refer to this guidance available at: <http://rems.ed.gov>. In addition, some grantees have inquired about volunteer, part-time and wage staff. Because employment status and rules vary greatly from institution to institution, ED cannot provide overarching guidance on the particular employee situation at your institution. Rather, we would suggest that you consider the role of the various individuals on your campus (albeit volunteer, part-time or contract employees) and the role they might have in emergency management response. If you feel as if some of those individuals would play a vital role in the response to an emergency on your campus, then "yes," you may count them in your NIMS course completion data collection. Please remember to include them in both your baseline tabulations and your final tabulations. If you determine those individuals do NOT play a vital role in emergency response on your campus, please do not include them in either data set. Also, please provide a narrative description of how you defined "key personnel" in the "explanation of progress" section of your ED-524B project status charts so that ED may fully understand your data.



# Performance Reporting: Project- Specific Objectives and Measures

- Project-specific objectives and measures
  - Drawn from needs assessment
  - As reflected in grant application
  - Based on individual facility and campus issues



# ED 524B, Section A: Project Status Chart for Project-Specific Measures

Grantees are required to provide information under the following sections for project-specific measures as well:

- Project Objective (if applicable)
- Performance Measure
- Measure Type (write “Project”)
- Quantitative Data (if applicable)
- A detailed Explanation of Progress



# ED 524B: Project Status Chart, Sections B and C





**U.S. Department of Education  
Grant Performance Report (ED 524B)  
Project Status Chart**

OMB No. 1894-0003  
Exp. 02/28/2011

PR/Award # (11 characters): \_\_\_\_\_

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**SECTION B - Budget Information** (See Instructions. Use as many pages as necessary.)

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**SECTION C - Additional Information** (See Instructions. Use as many pages as necessary.)

# ED 524B, Section B: Budget Information

- **Section 8, Budget Expenditures on the Cover Sheet** must be completed by the business office.
- **Under Section B** grantees are **requested** to submit a budget indicating expenses incurred to date and how much funding remains available for unexpended funds in each of the following categories:
  - Personnel,
  - Fringe Benefits,
  - Travel,
  - Equipment,
  - Supplies,
  - Contractual,
  - Other,
  - Indirect Costs, and
  - Training Stipends.
- **In-Kind Funds:** If a grantee claimed “matching” or in-kind funds in the original application, they **must** report on these funds in the budget expenditures section of the ED 524B.



## ED 524B, Section B: Budget Information

The following should go in Section B–Budget Information section:

- For budget expenditures made with Federal grant funds, grantees must provide an explanation if funds have not been drawn down from G5/GAPS to pay for the budget expenditure amounts reported on the Cover Page.
- An explanation if funds were *not* expended at the expected rate during the reporting period.



## ED 524B, Section B: Budget Information (Cont'd.)

- A description of any significant changes to the budget resulting from modification of project activities.
- A description of any budget changes that affected your ability to achieve the approved project activities and/or project objectives.
- It would be helpful if you could include an entire budget breakdown that notes your originally approved budget (by ED budget category) and actual expenditures in each line item.



## ED 524B, Section C: Additional Information

- For **Annual Performance Reports** (as opposed to Final Performance Reports), the following should go in Section C–Additional Information section:
  - If applicable, please provide a list of current partners on your grant and indicate if any partners changed during the reporting period. Please indicate if you anticipate any change in partners during the next reporting period. If any of your partners changed during the reporting period, please describe whether this impacted your ability to achieve your approved project objectives and/or project activities.



## ED 524B, Section C:Additional Information

- Describe any changes that you wish to make in the grant's activities for the next reporting period that are consistent with the scope and objectives of your approved application.
- Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project.
- Provide an explanation of any changes in key personnel that are expected during the next reporting period
- Provide any other appropriate information about the project's status



# ED 524B, Section C: Additional Information

**Report on any EMHE grant requirements that were not covered in the project-specific measures or in the Executive Summary, such as:**

- (1) Development of your campus-wide all-hazards emergency management plan that takes into account threats that may be unique to the campus;
- (2) Training for campus staff, faculty, and students;
- (3) Coordination of and communication efforts across all relevant components, offices, and departments of the campus;
- (4) Coordination with local and State government emergency management efforts;
- (5) Development of a written plan with emergency protocols that include the medical, mental health, communication, and transportation needs of persons with disabilities, temporary special needs of individuals, and other unique needs of individuals;
- (6) Development of a written plan that prepares the campus for infectious disease outbreaks with both short-term implications for planning and long-term implications for planning; and
- (7) Development of a written plan for preventing violence on campus by assessing and addressing the mental health needs of students who may be at risk of causing campus violence by harming themselves or others.



# ED 524B Checklist

- Cover Sheet
  - Must be signed by Authorized Representative
  - Budget info should be provided by your business office
  - If submitting thru e-Reports, scan and email or fax the signed Cover Sheet to Tara Hill (202-485-0041)
- Executive Summary
- Section A - Project Status Charts
  - GPRA measure
  - Project-specific measures
- Section B - Budget Information
- Section C - Additional Information



# ED 524B: Submitting the Report and Common Errors



# Submitting the Report

- Reports may be submitted electronically via e-Reports (accessible at <http://e-grants.ed.gov>) or in hard copy
- Report is submitted to your FPO
  - Hard Copy Submissions
    - Recommend that they be sent via overnight mail (commercial carrier)
  - Electronic Submissions
    - Cover Sheet must be signed even if submitting electronically
    - Signed Cover Sheets should be scanned and emailed or faxed to your FPO (Tara Hill: (202) 485-0041)



# QUESTIONS?

**Tara Hill**

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