



# EMHE Interim Reports and Grant Administration

Fiscal Year 2010 New Grantee Meeting  
June 24, 2011

**Jade Anthony**  
Program Specialist

**Madeline Sullivan**  
Management & Program Analyst

**U.S. Department of Education, Office of Safe and Drug-Free Schools**  
550 12<sup>th</sup> Street, S.W., 10<sup>th</sup> Floor, Washington, D.C. 20202



# Objectives

- Review the components of the ED 524B and key final report elements
- Answer questions regarding reporting, GPRA, and evaluation of your projects
- Answer general questions on grant administration



# Evaluation Check-In

- Have you recruited/contracted your evaluator?
- Discussed GPRA and Project-Specific Measures?
- Have you collected baseline data?
- Does the evaluator have guidance Interim Report, ED 524b form?



# How do EMHE grantees report on their evaluation results?

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



# Interim Performance Reports

- Interim Reports

- Interim reports will be due **October 31, 2011.**
- A listserv message with detailed instructions for completing the interim report will be sent **on or around September 30, 2011.** Subject line: “FY 10 EMHE Grantee Interim Report Instructions.”
- Listserv message will include several attachments to assist in completing the report.



# Performance Reporting: ED 524B

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



# ED 524B

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



# 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 (item #7 on the cover sheet): **10/01/10 to 9/30/11**
- 3 – The budget expenditure information requested in items 8a. – 8c. and 9a. – 9d. must be completed by your **Business Office**.
- 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 be returned for correction.
- 6 – If you submit the report via e-Reports, scan and email or fax the signed Cover Sheet to: Jade Anthony, 202-245-6264, jade.anthony@ed.gov .



# 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 grant 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



# What is the EMHE GPRA Measure?

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

- The average number of National Incident Management System (NIMS) training course completions by key personnel at the start of the grant compared to the average number of NIMS training course completions by key personnel at the end of the grant.



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

## Data Needed GPRA Measure:

- Information regarding the baseline number of NIMS course completions per key personnel at your institution (before 10/01/10).
- Target number of course completions per key personnel (the number of training courses you hope each person will complete 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 44 staff members and found that 18 key personnel have completed some NIMS training courses, including ICS 100, 200, 700, and 800, totaling 43 course completions. The baseline average number of course completions is 0.98.
- At the end of the grant, Washington Community College surveys the 44 staff members again, and they have completed 183 total courses, which now include ICS 100, 200, 300, 400, 700, 800.  $183/44 = 4.16$ ,  $4.16 - 0.98 = 3.18$ .  $3.18 > 2$



# GPRA: Example Project Status Chart

- The “Target/Ratio” will ALWAYS be 2 course completion. The “Actual Performance Data/Ratio” is based upon the grantee’s outcome data.

1.a. Performance Measure	Measure Type	Quantitative Data					
The average number of National Incident Management System (NIMS) training courses completions	GPRA	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
		2			2.20		



# 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>

- Courses (183) / # Personnel(44) =  $183/44 = 4.16$ ,  $4.16 - .98 = 3.18$ .  
 $3.18 > 2$
- 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, “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:

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



# Project Status Chart for GPRA: 2010 FAQs on NIMS

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

- IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800.B
- IS-701, IS-702, IS-703, IS-706, E-361, IS-362, E-363, and G402.

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

- <http://rems.ed.gov/index.php?page=resources> NIMS



# 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

- On the Cover Sheet Box 8, Budget Expenditures, must be completed by the business office.
- Under Section B grantees are requested to submit a budget indicating expenses incurred throughout the performance period and how much funding remains available for unexpended funds by each ED budget category.
- 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 (Cont'd.)

- A description of any significant changes to the budget resulting from modification of project activities.
- A description of any budget changes that will affect 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 Final Performance Reports, the following should go in Section C–Additional Information section:
  - Please provide a list of current partners on your grant and indicate if any partners **have changed from those originally proposed**. If any of your partners have changed during the performance period, please describe whether this will impact your ability to achieve your approved project objectives and/or project activities.



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

- Describe any changes that you have made in the grant's activities that are consistent with the scope and objectives of your approved application.
- Provide any other appropriate information about your project including any unanticipated outcomes or benefits to your institution and/or partners.
- Provide an explanation of any changes in key personnel that have occurred during the performance period.
- Provide any other appropriate information about the project.



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

**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.
- (8) development of a written campus-wide continuity of operations plan that would enable the campus to maintain and/or restore key educational, business, and other essential functions following an emergency.



# 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) or Jade Anthony (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, Jade Anthony
  - Hard Copy Submissions
    - Request submissions via express mail 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 (Jade Anthony: 202-485-0041)



# Common Performance Report Errors

- Report is not signed by the Authorized Representative (typically, the college's President, VP or Provost)
- The reporting dates are wrong (Should be **10/01/10 to 9/30/11**)
- Budget information is incomplete
- Budget information is inconsistent with G5
- Indirect cost information (section 9 of the cover sheet) is not completed
- GPRA measure is not included
- GPRA measure has been altered by the grantee and is not consistent with ED's language
- Project-specific measures are not included
- Project-specific measures are not complete and do not match what is included in the grant application
- Section C does not include an explanation of progress on all grant requirements
- **Budget transfer requests, PD/AR changes , etc. are included.**



# Questions about Grant Requirements or Interim Reports?

**Jade Anthony**

U.S. Department of Education, OSDFS

550 12th Street, SW \* 10th Floor, Room 10085, PCP

Washington, DC 20202-6450

Telephone: (202) 245-6264

Fax: (202) 485-0041

Email: [jade.anthony@ed.gov](mailto:jade.anthony@ed.gov)

