



U.S. Department of Education  
Office of Safe and Drug-Free Schools

# Final Reports, No-cost Extensions and Closeouts

***Tara Hill, Michelle Sinkgraven and Sara Strizzi***

REMS Federal Project Officers

U.S. Department of Education

Office of Safe and Drug-Free Schools



# Session Objectives

## **1. Provide an overview of final report requirements**

- Project-specific measures
- Government Performance and Results Act (GPRA)
- Budget and other information

## **2. Discuss no-cost extensions**

- Purpose
- Process

## **3. Closing out FY07 REMS grant projects**

- Report due dates
- Liquidation period
- Available resources



# Final Reports



# General ED524B Components

- **Cover Page**
  - Signed by the Authorized Representative, NOT the Project Director
  - If claiming indirect costs, question 9a-c must be completed including the type of rate
    - Provisional,
    - Final, or
    - Other.
- **Executive Summary**
- **Project Status Charts (Sections A, B, & C)**



# Measures to Report on in the Final Report

## **1. Project-specific measures**

- As reflected in grant applications
- As reported on in interim report
- Based on individual school and district issues

## **2. Government Performance and Results Act (GPRA) measures**



# Project-specific Performance Measures

## **A Project-specific Performance Measure is:**

- A value or characteristic that can be used to determine the extent to which the objective has been achieved.
- For example, the number of bus drivers trained in CPR between September 1, 2007–March 31, 2009.



# Government Performance and Results Act Measures

- What is GPRA?
- Purpose of GPRA
- GPRA measures for the REMS Program
  - Measure 1
  - Measure 2
  - Measure 3



# 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; and
  - Periodically report to Congress.



# Purpose of GPRA

## **Continuous monitoring of program outcomes results in:**

- Improved accountability for expenditures using public funds;
- Informed Congressional decision making through use of objective information; and
- Government focus on results.



# What are the REMS GPRA Measures?

- **Measure 1:** The percentage of REMS grant sites that demonstrate they have increased the number of hazards addressed by the improved school emergency management plan as compared to the baseline plan.
- **Measure 2:** The percentage of REMS grant sites that demonstrate improved knowledge of school and/or district emergency management policies and procedures by school staff with responsibility for emergency management function.
- **Measure 3:** The percentage of REMS grant sites that have a plan for, and commitment to, the sustainability and continuous improvement of the school emergency management plan by the district and community partners beyond the period of Federal financial assistance.



# GPRA Measure 1

**Demonstration of increased number of **hazards addressed** by the improved school emergency response plan as compared to the **baseline plan**.**



# GPRA Measure 1: Definitions

- **Hazards:** Broadly defined as potential threats to the school/school district whose date or time of occurrence cannot be predicted. Examples include:
  - Terrorist attack
  - Tornado
  - Earthquake
  - Chemical spill
  - Unlawful entry by unlawful person
  - Criminal activity
- **Addressed:** Written plan is in place that responds to hazards.
- **Baseline plan:** Emergency plan in place prior to grant award date.



# GPRA Measure 1: Data Needed

- Number of hazards addressed by the baseline plan.
- Number of hazards addressed by the improved school emergency plan.
- Measure can include information on number of hazards at the district level and at the school level.



# Completing GPRA Measure 1 on the 524B Project Status Chart

## **Under Project Objective:**

- Write “To increase the number of hazards addressed by the improved school emergency management plan as compared to the baseline plan.”

## **In Box 1.a. Performance Measure:**

- Write “Number of hazards addressed by the improved school emergency management plan as compared to the baseline plan.”

## **In the Measure Type box:**

- Write “GPRA”



# Completing GPRA Measure 1 on the 524B Project Status Chart

## Under Quantitative Data:

### Under “Target/Ratio”:

- Numerator: Indicate the TARGET, or total number of hazards you AIM to address at the end of the grant.
- Denominator: Indicate the BASELINE, or total number of hazards you addressed at the beginning of the grant period.

### Under “Target/Actual Performance Data”:

- Numerator: Indicate the total number of hazards you ACTUALLY address at the end of the project period
- Denominator: Indicate the baseline number of hazards you addressed at the beginning of the grant period.

### Provide numerical answers to each of the following in the “Explanation of Progress” section:

- Number of hazards addressed in original (baseline) plan
- Number of hazards addressed in final plan
- Number of additional hazards addressed by final plan



# Completing GPRA Measure 1 on the 524B Project Status Chart (Cont'd.)

## **Additional information to include in the “Explanation of Progress” section:**

- Provide a narrative that explains what the numbers mean and how they were calculated.
- Be specific and list additional hazards that have been addressed.
- Describe any barriers that prevented you from meeting your goal, if applicable.



## GPRA Measure 2

Demonstration of **improved knowledge** of school/and or district **emergency management policies and procedures** by **school staff** with responsibility for emergency management functions.



# GPRA Measure 2: Definitions

- **Improved knowledge:** A quantifiable difference in the amount of information, or quality of information, district staff possess around emergency management.
- **School staff:** Broadly defined as any school or school district employee involved in one of the four phases of emergency management for the district or school.
- **Emergency management policies and procedures:** The written emergency management plan and procedures for the school district and/or school.



# GPRA Measure 2: Data Needed

- An assessment of staff knowledge of school and/or district policies at the start of the grant. This could include:
  - Data from a pre-test before a key training; or
  - Results from a survey of staff assessing baseline knowledge.
- Identification of a quantifiable goal for demonstrating “improved knowledge” by the end of the project period (e.g., the number of staff who demonstrate an improved response to a key question on an assessment survey.)
- Number, or percent, of staff that demonstrate improved knowledge by the end of the grant.



# Completing GPRA Measure 2 on the 524B Project Status Chart

## **Under Project Objective:**

- Write “To improve knowledge of school or district emergency management policies and procedures.”

## **In Box 1.a. Performance Measure:**

- Write “Demonstration of improved knowledge of school/and or district emergency management policies and procedures by school staff with responsibility for emergency management functions.”

## **In the Measure Type box:**

- Write “GPRA”



# Completing GPRA Measure 2 on the 524B Project Status Chart

## Under Quantitative Data:

**In the Ratio and Percent (%) columns:** Leave blank in both the Target and the Actual Performance blocks

## In the Raw Number columns:

- Under Target
  - If submitting electronically via e-reports, leave blank
  - If submitting in hard copy, write “YES” (this indicates that you hope there will be an improved level of knowledge)
- Under Actual Performance Data (to be entered when data are available):
  - If submitting electronically via e-reports, leave blank
  - If submitting in hard copy, write “YES,” if your district has met this standard or “NO” if your district cannot demonstrate improved knowledge



# Completing GPRA Measure 2 on the 524B Project Status Chart (Cont'd.)

## **Additional information to include in the “Explanation of Progress” section:**

- A narrative description of how your district defined “school staff with responsibility for emergency management functions.”
- A narrative description of what process your district(s) used for assessing baseline and post-grant knowledge of procedures.



## GPRA Measure 3

Demonstration of a **plan for, and commitment to, the sustainability and continuous improvement** of the school emergency management plan by the district and community partners beyond the period of Federal financial assistance.



# GPRA Measure 3: Definitions

- **Plan for, and commitment to, the sustainability and continuous improvement:** Grantee's articulated plan (ideally in writing) for maintaining momentum of grant objectives after funding ends.



# GPRA Measure 3: Data Needed

## **Provide the answer to the following question:**

- “Does your district have a plan for, and commitment to, the sustainability and continuous improvement of school emergency management plans by your district and community partners beyond the period of Federal financial assistance?”
- An objective analysis of whether or not the plan meets GPRA Measure 3, with specific examples cited.
- A simple “yes” or “no” is not sufficient.



# Completing GPRA Measure 3 on the 524B Project Status Chart

## **Under Project Objective:**

- Write “To sustain emergency management efforts within the district/school.”

## **In Box 1.a. Performance Measure:**

- Write “A plan for, and commitment to, the sustainability and continuous improvement of school emergency response plans by your district and community partners beyond the period of Federal financial assistance.”

## **In the Measure Type box:**

- Write “GPRA”



# Completing GPRA Measure 3 on the 524B Project Status Chart (Cont'd.)

## Under Quantitative Data:

**In the Ratio and Percent (%) columns:** Leave blank in both the Target and the Actual Performance blocks

### In the Raw Number columns:

- Under Target:
  - If submitting electronically via e-reports, leave blank
  - If submitting in hard copy, write “YES”
- Under Actual Performance Data:
  - If submitting electronically via e-reports, leave blank
  - If submitting in hard copy, write “YES,” if your district has established a sustainability plan for your emergency management work, if not, write “NO”



# Completing GPRA Measure 3 on the 524B Project Status Chart (Cont'd.)

## **Additional information to include in the “Explanation of Progress” section:**

- **Provide a narrative answer to the question, “Does your district have a plan for, and commitment to, the sustainability and continuous improvement of school emergency management plans by your district and community partners beyond the period of Federal financial assistance?”**
- **Provide proof of your sustainability plan for this emergency management work. This could include, but is not limited to, the following:**
  - Copies of updated Memoranda of Agreements or Memorandum of Understanding;
  - Timelines/agenda for upcoming community partner meetings/drills after the grant period is over; or
  - School board commitments to upcoming emergency management work or facilities upgrades.
- **For final reports, please attach a copy of your district’s updated emergency management plan.**



# Section B: Budget Information

## **A business office person must complete Section 8, Budget Expenditures on the Cover Page.**

- Grantees are requested to submit (under Section B of the Project Status charts - Budget Information) 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.



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

### **The following should go in Section B of the Project Status charts—Budget Information section:**

- For budget expenditures made with Federal grant funds, grantees must provide an explanation if funds have not been drawn down from 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.



## 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.



# Section C: Additional Information

## **The following should go in Section C of the Project Status charts—Additional Information section:**

- Utilizing your evaluation results, draw conclusions about the success of the project and its impact. Describe any unanticipated outcomes or benefits from your project and any barriers that you may have encountered.
- What would you recommend as advice to other educators that are interested in your project? How did your original ideas change as a result of conducting the project?



# Section C: Additional Information (Cont'd.)

- If applicable, describe your plans for continuing the project (e.g., sustainability; capacity building) and/or disseminating the project results.
- Report on any grant requirements that were not covered in the project-specific measures or in the Executive Summary, such as:
  - Coordination with community partners
  - Training for students and staff on emergency procedures
  - Coordination with State and/or local homeland security plans
  - Implementation of NIMS
  - Emergency planning for individuals with disabilities
  - Development of a written infectious disease plan that includes disease surveillance, business continuity planning, and continuation of educational services



# No-cost Extensions



# What is the Purpose of a No-cost Extension?

**No-cost extensions are only allowed for the completion of previously approved grant activities that require additional time for completion.**

**No-cost extensions may NOT:**

- Be exercised merely for the purpose of using unobligated funds;
- Include any change in the approved objectives and scope of the grant; or
- Propose any new activities.



# Requesting a No-cost Extension

**In accordance with EDGAR Part 74.25, grantees can request a one-time no-cost extension for up to one year.**

## **Process for requesting a no-cost extension:**

- Federal Project Officers (FPO) will send an email with instructions approximately 30 days prior to March 1, 2009, the official end date for FY07 REMS grants.
- Grantees must notify their FPO in writing (e-mail is preferable) of the intent to request a no-cost extension.
- Requests can **ONLY BE MADE** between the time the instructional email has been sent out from the FPOs and ten days before March 1, 2009.



# Requesting a No-cost Extension for Greater Than Six Months

- Grantees requesting an extension of greater than six months will be required to complete and submit a complete set of Project Status Charts from the ED 524B in addition to the materials requested in the instructional email.



# Closeouts



## Final Report Due Dates

- Grantees have up to 90 days after the project end date to submit the final report.

## Liquidation Period

- Grantees have a 90-day liquidation period after the grant officially ends.
  - The liquidation period is to be used to draw down funds for expenses incurred before the end of the grant period. Invoices for expenses incurred after the end date, including services provided by the evaluator, are not allowable.

## Resources

- You will have the opportunity to join the “Prior REMS Grantee Listserve” for ERCM/REMS projects that have closed out once your project is officially closed. Please let your FPO know if you would like to be added to this listserve once your project concludes.



# Questions