



U.S. Department of Education
Office of Safe and Drug-Free Schools
Emergency Management for Higher Education



FY 2009 Final Grantee Meeting ♦ Philadelphia, PA ♦ August 5 – 6, 2010

EMHE Grantee Final Reports, No Cost Extensions, and Closeouts

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Fiscal Year 2009 Final Grantee Meeting
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Objectives

- Review importance of evaluation for EMHE
- Review the components of the ED 524B and key final report elements
- Discuss no-cost extensions (NCE)
- Answer questions that will allow you to successfully submit a NCE or close out your project



Final Performance Reports

- Final Reports

- Final report is due 90 days after your performance period end date; **December 31, 2010.**
- A listserv message with detailed instructions for completing the final report will be sent **on or around November 30, 2010.** Subject line: “FY 09 EMHE Grantee Final Report and No-Cost Extension Instructions.”
- Listserv message will include several attachments to assist in completing the report.
- Listserv message will also include detailed instructions regarding how to submit an NCE. NCEs may not be submitted before the instructions are sent to the listserve.



Performance Reporting: ED 524B

- What are the components of the ED 524B?
 - NOTE: They are exactly the same components as the interim report. 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. 1894-0003
 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: [] **Final Performance Report** at the top.
- 2 – Reporting Period (item #7 on the cover sheet):
 - a) From: start date for your current budget period may be found in Block 6 of the GAN. (Typically, 7/01/09)
 - b) Report To: Project End Date (Typically, 12/31/10)
- 3 – The budget expenditure information requested in items 8a. – 8c. and 9a. – 9d. must be completed by your **Business Office**.
 - a) These sections need to be completed in their entirety.
 - b) 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 be returned for correction.
- 6 – If you submit the report via e-Reports, scan and email or fax the signed Cover Sheet to:
Tara Hill, 202-245-6264, tara.hill@ed.gov or Jade Anthony, (202) 485-004, jade.anthony@ed.gov .



ED 524B: Executive Summary

- Executive Summary should:
 - Include a 2-3 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 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:

- Information regarding the baseline number of NIMS course completions at your institution (before **09/01/09**).
- 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
Total Course Completions	43	183

- 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, “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 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, IS-706, E-361, IS-362, E-363, and G402. 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: 2010 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.



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): _____

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

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 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 (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 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 changed during the entire performance period. If any of your partners changed during the performance period, please describe whether this impacted 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 from the prior reporting period 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.



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.



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, Tara Hill or Jade Anthony
 - Hard Copy Submissions
 - Require two copies/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 (Tara Hill: 202-485-0041 or 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)
- 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



What if I am not done with my project?

- No-Cost Extensions (NCE)
 - Under Expanded Authorities, grantees may request an NCE for up to one calendar year.
 - NCEs may be used to complete originally approved grant activities and may not be used to propose new ideas or activities.
 - You must notify your Federal Project Officer in writing (e-mail is preferable) at least 10 days before the performance period end date specified in the grant award and provide supporting reasons.



No-Cost Extensions (Cont'd.)

- Timeline for NCEs
 - At least 30 days (no later than 11/30/10) before your project is scheduled to conclude, a message will be sent to the EMHE listserv
 - Requests will be due via email on or around December 15, 2010
 - NOTE: Requests will not be accepted before directions are sent via the listserv



No-Cost Extensions (Cont'd.)

- Include the following in your NCE request:
 1. A new proposed end date (day, month, year) for the project.
 2. A brief summary of the key grant accomplishments thus far in the project period.
 3. An explanation of the activities from your currently approved application/project plan that are not yet completed and an explanation of why they are not finished.
 4. A detailed project timeline that demonstrates how your grant can complete the remaining activities by the new proposed project end date for your grant.
 5. A budget indicating how much money has been spent thus far by your project (ideally in each budget category), and an indication of how much of the remaining funds will be spent on each of the remaining activities outlined in item #3 above.



No-Cost Extensions (Cont'd.)

- Process for NCEs
 - Grantee submits NCE request **10** days before project closes.
 - FPO reviews the NCE requests in the order they were received.
 - The FPO will follow-up with the grantee for additional information as needed.
 - FPO will notify the grantee regarding approval/disapproval of the NCE in writing.
 - The grantee will receive an updated copy of the GAN in the mail for their records.



EMHE Grant Closeouts

1. EMHE grantees will submit final reports to the FPO within 90 days of project end.
2. ED will review the final report and follow-up with grantee if additional information is needed.
 - **NOTE: This may take some time. Please do NOT consider your project closed until you have been formally notified by ED that it was closed. All grant files and documents should be saved and available to ED if needed.**
3. If an **acceptable final report has been submitted**, ED will notify the grantee in writing that their project has been closed in compliance.
4. If an **unacceptable final report, or NO final report, has been received by ED**, ED will contact the grantee to request one. If an acceptable report is still not received in the stipulated timeframe (request will be sent to the PD and the AR), the grantee will be notified that the project has been closed in non-compliance.
5. The grantee is still required to maintain grant files for potential post-grant Federal audit (see EDGAR for information on records retention.)



Questions about NCEs or Final Reports/Closeouts?

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