



**U.S. Department of Education, Office of Safe and Drug-Free Schools
Readiness and Emergency Management for Schools (REMS)**

Final Grantee Meeting ♦ Boston, Massachusetts ♦ July 21 – 22, 2010

Plenary Session

**FINAL REPORTS, NO-COST EXTENSIONS
AND CLOSEOUTS**

Jade Anthony

Program Specialist,
Office of Safe and
Drug-Free Schools
(OSDFS), U.S.
Department of
Education

Tara Hill

Program Analyst,
Office of Safe and
Drug-Free Schools
(OSDFS), U.S.
Department of
Education

Madeline Sullivan

Program Analyst,
Office of Safe and
Drug-Free Schools
(OSDFS), U.S.
Department of
Education



Final Reports, No-cost Extensions, and Closeouts

Fiscal Year 2009 REMS Final Grantee Meeting

July 22, 2010

Jade Anthony

Tara Hill

Madeline Sullivan

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



Session Objectives

1. Provide an overview of final report requirements
 - ED 524B Form
 - Government Performance and Results Act (GPRA)
 - Project-specific measures
 - Budget and other information
2. Discuss no-cost extensions (NCEs)
 - Purpose
 - Process
3. Closing out FY09 REMS grant projects
 - Liquidation period
 - Available resources
4. Answer questions that will allow you to successfully submit a NCE or close out your project



Final Reports



Final Performance Reports

- Final Reports
 - Final report is due 90 days after your performance period end date (January 31, 2011 OR April 2, 2011—3 grantees only). **Therefore, final reports are due on May 2, 2011 OR July 5, 2011 (unless you receive a no-cost extension).**
 - A listserv message with detailed instructions for completing the final report will be sent **on or around December 30, 2010.**
 - Listserv message will include several attachments to assist in completing the report.



ED 524B Form

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



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: 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: [X] 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. (08/01/09 OR 10/01/09)
 - b) Report To: Project End Date (01/31/11 OR 4/2/11)*
- 3 – The budget expenditure information requested in items 8a. – 8c. and 9a. – 9c. 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.
 - Expenditure amount listed on the Cover Sheet needs to match amount in G5 to the cent—do not round up or down to the nearest whole dollar.



ED 524B: Cover Sheet (cont.)

- 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, you will need to fax the signed Cover Sheet to your assigned Federal Project Officer.



ED 524B: Executive Summary

- Executive Summary should:
 - Include a 2-3 page project summary. Note: The Executive Summary for *final performance reports* covers the ***entire project period***.
 - 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 school-based emergency management



ED 524B, Section A: Project Status Charts





**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 measures should be addressed:
 - Government Performance and Results Act (GPRA) measure
 - Project-specific objectives and measures
 - Drawn from needs assessment
 - As reflected in grant application
 - Based on individual grant priorities



What is the FY 2009 REMS GPRA Measure?

The GPRA measure for this program is:

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



ED 524B, Section A: Project Status Chart, GPRA (cont.)

- Information needed to respond to this measure includes:
 - Baseline of key personnel in the district to be trained on NIMS courses and the total number of NIMS course completions that each of those key personnel have completed prior to the start of the grant
 - Outcome information on actual number of course completions by those same key personnel at the end of the grant.
- Goal should be an average increase of two course completions per person by the end of the grant.



ED 524B, Section A: Project Status Chart, GPRA (cont.)

- **Under Project Objective:**
 - Write “To achieve an average increase of two NIMS course completions by key personnel by the end of the grant.”
- **In Box 1.a. Performance Measure:**
 - Write “Average number of NIMS course completions by key personnel at the start of the grant compared to the average number of NIMS course completions by key personnel at the end of the grant.”
- **In the Measure Type box:**
 - Write “GPRA”



ED 524B, Section A: Project Status Chart, GPRA (cont.)

Under Quantitative Data:

- Under “Target/Raw Number”:
 - Indicate the TARGET for this measure: 2
 - All grantees will have the same TARGET for this measure
- Under “Actual Performance Data/Raw Number”:
 - Indicate the increase in average course completion



ED 524B, Section A: Project Status Chart for GPRA (cont.)

Under Explanation of Progress:

- A table indicating baseline data including number of courses completed at the beginning of the project and actual course completions during the grant
- A narrative list of the actual NIMS courses completed by school personnel



GPRA: Example Project Status Chart

- The “Target/Raw Number” will ALWAYS be 2. The “Actual Performance Data/Raw Number” is based upon each grant’s outcome data.

1. Performance Measure	Measure Type	③ Quantitative Data					
① Average number of NIMS course completions by key personnel at the start of the grant compared to the average number of NIMS course completions by key personnel at the end of the grant	② GPRA	Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
		③ ₂	/		2.7	/	



GPRA: Example Explanation of Progress

- **Outcome:** Grantees should report on the increase in average course completions by key personnel.

	Employee Name and Title	NIMS Course Completions at the Start of the Grant	NIMS Course Completions at the End of the Grant (or at the grant midpoint for interim reports)
1.	Bob Jones, Project Director	2	6
2.	Cindy Roberts, Superintendent	0	2
3.	John Phillips, Head of Security	1	4
4.	Chris Thomas, Public Information Officer	2	4
5.	Sally Smith, Director of Student Services	0	3
6.	Matthew Anderson, Chief Business Officer	1	3
	Total Course Completions	6	22
	Average Course Completions	1	3.7

- Outcome (3.7) – Baseline (1) = 2.7
- Grantees should also list the names of courses completed.
- In this example, the grantee would have successfully met the target for the GPRA measure.



Project Status Chart for GPRA: FAQs

- Who can count as "key personnel" for our calculation of NIMS course completions?
- What if a staff person completed a course, but did not take the exam (or failed the exam)? Should they be counted in this measure as having completed a course?
- What NIMS courses can be counted?



ED 524B, Section A: Project Status Chart, 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
- *NOTE: It is preferable to include just one measure on each Project Status Chart page in Section A even though there is space for two measures per page.*



ED 524B, Section B: Budget Information





**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

- **Section B** 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.



ED 524B, Section B: Budget Information

- The following should go in Section B:
 - An explanation if funds have not been drawn down from G5 to pay for the budget expenditure amounts reported on the Cover Sheet.
 - An explanation if funds were *not* expended at the expected rate during the project period.
 - A description of any significant changes to the budget resulting from modification of project activities.



ED 524B, Section B: Budget Information (cont.)

- 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.
- NOTE: The total amount shown in Section B should match the amount listed in item 8c on the Cover Sheet.



ED 524B, Section C: Additional Information



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

- 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
- Provide any other appropriate information about the project.



ED 524B, Section C: Additional Information (cont.)

- Describe your plans for continuing the project (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
 - Development of a written food defense plan



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 **two copies** 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



Common Performance Report Errors

- Report is not signed by the AR
- Budget information is incomplete
- Budget information is inconsistent with G5
- Budget information is rounded up or down to the nearest whole dollar
- 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



No-cost Extensions and Closeouts



What if I am not done with my project?

- No-Cost Extensions (NCE)
 - Under Expanded Authorities, grantees may request a 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, via email, at least 10 days before the performance period end date specified in the grant award and provide supporting reasons.



No-Cost Extensions, (cont.)

- Timeline for NCEs
 - Approximately 30 days (approximately December 30, 2010 for all grantees) before your project is scheduled to conclude, a message will be sent to the REMS listserv
 - Requests will be due via email 10 days before your project end date
 - NOTE: Requests will not be accepted before directions are sent via the listserv



No-Cost Extensions, (cont.)

- 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.)

- Process for NCEs
 - Grantee submits NCE request 10 days before project close.
 - 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.



REMS Grant Closeouts

1. REMS grantees will submit final reports to the FPO within 90 days of project end date.
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. Grant files must be maintained for 3 years after the project ends.

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 time frame (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?



Thank You!





**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)



**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.)

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

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

2.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)



**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.)