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[BEGIN AUDIO]

JIM VETTER: My name is Jim Vetter; I'm a Technical Assistant Specialist from the National Center for Mental Health Promotion and Youth Violence Prevention. And Lauren Gilman and I are going to be your moderators for the call today, and joining us are Claudia Brown, Karen Dorsey, and Wendie Veloz who are all federal project officers from the Safe Schools Health Students Projects. And I suspect that to many of you those names are very familiar, because those are folks who have been working with you over the course of your Safe Schools/Healthy Students Grant, and that between all three of them they represent both Department of Education and also Department of Health and Human Services. And the goal of this webinar today is to help you as you're reaching this final stage of your Safe Schools/Healthy Students Grant, to help you with writing that final report, which I know that many of you are probably thinking about a lot right now. So this is a chance for Claudia and Karen and Wendie to give you some really helpful information about how to write that report. And it's also going to be a chance for you to ask any kind of questions that you may have right now when you're thinking about writing this final report and doing really a great job in closing out your Safe Schools/Healthy Students Grant through this report. So at this point, Wendie, I'll turn it over to you.

WENDIE VELOZ: Okay, thank you Jim and good afternoon, my name is Wendie Veloz. And as Jim stated earlier this webinar will be presented by myself and my Federal Project Officers Claudia Brown and Karen Dorsey. We will be covering a great deal of information about the final reporting requirements and the close-out process. Along the way we will be noting both similarities and differences between the final report and semiannual and annual reports you have previously submitted. For today's webinar we ask that you have available your "Dear Colleague" memo and "Final Performance Report Frequently Asked Questions" as a reference to this presentation. This is an overview of topics we'll be covering today. We will begin by discussing the characteristics of a good final report, and then take you through the report section by section. We will take some time to answer your questions during four question and answer breaks. Please feel free to ask questions as we go along by entering them into the web control panel.

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Okay, in the second half of webinar we'll continue to take a look at any final performance report components and close with a few tips and guidelines for report submission and close-out. So what makes a good final report? A good final report should clearly recount the pre-Safe Schools/Healthy Students conditions. You should be able to find this information in the community assessment conducted before your original application was submitted. Be sure to clearly identify all needs and gaps that your program intended to address as well as all the goals and objectives you and your program aimed to achieve. A large component of the final performance report is recording what the grant actually did. A good, final performance report will fully describe the implementation and management of all grant activities, curricula, programs and services.

While describing these activities, programs and services a good performance report will also describe the people, partners and institutions involved in successful implementation and sustainability efforts. The report should also provide information on the population or populations served with grant funds, and should include a detailed record of expenditures. Lastly, the report should include a summary of any technical assistance services through the National Center or Communications Team used to help develop or improve upon grant programming.

The final performance report should describe any challenges that occurred during implementation or changes to the comprehensive plan resulting from these challenges. For example, any changes in key personnel or key grant activities should be discussed. This is your opportunity to highlight what was done differently and how the challenge was addressed. If you changed a curricular program just let us know why you changed it, and what was the impact of this change. Any Federal Project Officer approved changes to your scope of activities should be addressed in your final performance reports.

A good final report will clearly demonstrate how needs were met and gaps were filled. Data should be provided to support the goals and objectives that have been achieved. Any goals or objectives that were not achieved should be addressed in the report as well. We would also like to know about plans for sustainability. What activities will be maintained after the close of the grants and by which partnering agencies? As we all recognize partnerships are a significant component of the Safe Schools/Healthy Students Grant Program, so we would like to hear about the development of your partnerships and if those partnerships will be preserved after the grant ends. A good final performance report will clearly demonstrate that all Safe Schools/Healthy Students Federal Program requirements were met, and that the comprehensive plan outlined in your Safe Schools Health Students application was fully implemented during the grant performance period.

Now, here are a few key things to remember about the final performance reports. As I stated before the pre-Safe Schools/Healthy Students conditions should be described in the final report.

All grant-related activities that took place during the performance period must be described in detail. The report must also cover any activities that took place during the no-cost extension year. The final performance report is a stand-alone, comprehensive document that must tell the story of your entire grants from start to finish. The report should not reference previous reports and should not require the reader in any way to have prior knowledge of your grant application or grant activities. It should be easily understood by someone who knows nothing about your project. One of the most common mistakes made in writing the final report is that grantees fail to describe grant activities through the life of the grants, and focus only on the last reporting period. Please be sure to address the progression of your initiative over time.

In this section of the webinar we will focus on the similarities and differences between this report and previous reports. The final performance report includes the same sections and forms as your semi-annual and annual reports, and you should all be very familiar with these: the 524B Cover Sheet, the Executive Summary, Section A Project Objectives and Related Performance Measures, Section B Budget Information, Section C Additional Information and Attachments. Now that we've taken a brief overview of the final report I will turn it over to Karen Dorsey to begin our discussion about the components of the final performance report in a little bit more detail.

KAREN DORSEY: Good afternoon again, this is Karen Dorsey from the U.S. Department of Education. In the next few slides I will review the components or parts of the final report. What you will hear frequently during the webinar, and I don't think we can say it too many times, is that the final report is very similar in format and components to the semi-annual and annual reports that you have submitted over the years. The major difference being that you're now reporting cumulatively for the entire project's performance period, not a specific six or twelve month period. In the next several slides you will see a side-by-side comparison of the various report components or parts. You will notice that new requirements or changes specific to the final report are in red. I will talk briefly about those changes or new requirements.

The first component of the final report as with other reports is the 524B Cover Sheet. If you have a copy of the 524 Cover Sheet it may be helpful to pull it out and follow along. Starting at the very top you will need to check the box that says, "Final Performance Report." And just as you've done in the past you will complete the general information section items 1 through 6. Please be sure to include the address for item number 5, as you can see there is no line for you to enter information so it's easy to overlook. Different for the final report is item number 7, you will need to include the final performance period for your project. This includes the no-cost extension period. Form most 2005 grantees the start date for your project performance period was October 1st, 2005 and the end date is September 30th, 2009. If you have a different end date than September 30th you should enter that date. If you're unsure about your end date check box 6 on your "Grant Award Notification" or check with your Federal Project Officer. Do not enter December 29th, that is not the end date of the project. It is the due date for the performance report and it is also the end of the liquidation period.

Before I go on I want to take a moment to discuss the liquidation period. The liquidation period is the 90-day period that immediately follows the end of your performance period. Again, for most 2005 grantees the liquidation period is October 1st, 2009 through December 29th, 2009. The purpose of the liquidation period is to allow you to draw down funds for obligations incurred prior to September 30th, 2009. Please be sure to communicate with your contractors and other vendors the need for timely submission of final bills and invoices. You should also review your records with your fiscal or business office to make sure there are no outstanding invoices or bills.

During the liquidation period grantees are also working on the final report, but this is not considered part of the project's performance period, which is why the end date is September

30th, 2009 and not January 29; saying that, I'm going to now going to go back to completing the 524 Form.

Also new for the final report is that you will complete item 8C with a cumulative amount expended over the four years. Previously this box was not completed, and as I just discussed during the liquidation period all outstanding invoices, purchase orders and other bills should be paid and the necessary funds drawn down from you G5 account. You should ask your business or finance office for a copy of the latest G5 Report to assure that the amount reported in Box C, and also in the budget section in Section B that Wendie will talk about, matches the amount that is in your G5 account. If the amount reported in 8C is different from what is in your G5 account the grant cannot be closed. For those of you whose evaluation required IRB Review be sure to check Box number 10 and include a copy of each year's IRB approval in the appendix. If your evaluation did not require IRB please check that box and be sure to include the statement you provided that explained why your evaluation was exempt from human subjects. Since this is the final report you must check yes for item 11A. Complete data on performance measures for the entire grant period must be submitted with this final report. Partial data on performance measures is not acceptable. The grant cannot be closed without this data.

Finally, while not new, I want to remind you that the authorized representative must sign the cover sheet. The authorized representative for most Safe Schools/Healthy Students grantees is the superintendant. Knowing this please be sure to factor time in for your superintendant to review the final report. Again, as with the previous semiannual and annual performance report, you will need to include an executive summary. For the final report the executive summary can be five single-spaced pages and it should summarize the entire project period--all four years--highlighting significant outcomes, challenges or accomplishments.

New for the final report executive summary is naming a contact person and including a chart by element of the project's goals, activities, objectives and the status of those objectives. First naming a contact--please be sure to give the name, phone number and email address for the person who can respond to questions the Federal Project Officer may have after reading the final report. If you are the project director and will remain the contact please list yourself here. Often times project directors' move to a different position in the District. If this is the case for you and your contact information will change don't forget to include your new phone number and email.

Also new to the final report's executive summary is a summary chart. On this slide you will see an example of what this chart might look like. As you can see the chart is very simple. For each element you should list the project's goal, activities, objectives and the status of the objective.

The status of the objective should be simply stated as achieved, not achieved or partially achieved. The detailed explanation of the status of these objectives will be provided in Section C and in the final evaluation report.

Those are all the changes for the cover sheet and the executive summary. We've covered a lot of the information, so we'll take our first break and open the lines for questions. If your question is about a topic we have not yet covered we will hold off on responding to it until we get to that topic in the webinar as we have other question breaks scheduled throughout the webinar and at the end of the webinar, Jim?

JIM VETTER: That's great. So at this point this is the first time for you folks to ask any questions that you might. And what we're going to do is I see that someone has raised their hand out there. If you have a question just press star pound on your phone as a chance to raise your hand, and someone from the 530 area code has just asked a question and please what's your question?

DEBBIE HERR: Thank you, this is Debbie Herr, Project Director in the Black Oak Mine School District. I missed the part that you said on the executive summary that you needed to have the name of, and the phone number or email of whom?

KAREN DORSEY: Hi Debbie, yes what we're asking that you include in the executive summary a contact person that you're fellow Project Officer can call or email if there are questions.

DEBBIE HERR: About the final report, thank you.

KAREN DORSEY: Correct.

DEBBIE HERR: Thank you.

JIM VETTER: Great, thanks. The next question, I see that Rosemary McCain from Vail, Arizona has a question. Rosemary, what's your question?

ROSEMARY MCCAIN: Thanks, we still have not been able to get up online, so I'm wondering if afterwards maybe Wendy can email me the slides that show the comparison and the in red stuff.

JIM VETTER: Rosemary, that's a great point. Just so that everyone will know, that the slides for this presentation will be posted by the end of today on promoteprevent.org.

ROSEMARY MCCAIN: Perfect.

JIM VETTER: So everyone will have a chance to do this, and this webinar is also being recorded. So what we'll do is we'll send out within a week a link to everyone who took part today, so that you can go on there and you can see the entire webinar as well if you want to share that with anybody else from your site.

ROSEMARY MCCAIN: Thank you!

JIM VETTER: So, thanks Rosemary.

LAUREN GILMAN: Thanks Jim, this is Lauren and actually two questions were emailed in about the same topic, so I think that's been covered pretty well about whether the PowerPoint slides will be made available later. So the answer is yes, by the end of today you can find them on promoteprevent.org and then the archived entire webinar within about a week.

JIM VETTER: Great, thanks Lauren. I see that Rodney Fitzgerald from Cleveland, Tennessee has a question, so Rodney what's your question please?

RODNEY FITZGERALD: The question is unfortunately our logic model has several objectives and what I'm hearing Karen say is that the executive summary would go to more of a chart format listing all of the objectives and whether they've been achieved or not. For our particular site that would probably exceed five pages, what do we do in that case Karen?

KAREN DORSEY: Hey Rodney, sorry I wasn't very clear, the narrative portion of your executive summary is five pages and then you're adding on a chart to it. And so we recognize that the grants will differ in the number of goals and objectives, so your chart may be a little longer. But so there are two parts to that executive summary, the narrative portion that we ask that you keep to about five pages, and then your chart with your goals and objectives.

RODNEY FITZGERALD: Thank you, Karen.

JIM VETTER: Great, and thanks Rodney. So Lauren, do we have any more typed in questions at this point?

LAUREN GILMAN: The only other question that we just received, actually I think Karen just answered the question is, is the chart required in the executive summary included in the five to six page limit for the executive summary or is it in addition to it. And I believe that question was just answered.

KAREN DORSEY: Yes, it was.

LAUREN GILMAN: Okay.

JIM VETTER: Great, thanks.

LAUREN GILMAN: Sorry, I just got another question that came in, yes. It says, "We do our California Healthy Kids Surveys in October and November and do not usually have the results until early in the year. Should we wait until we have the results to submit our final report?

KAREN DORSEY: This is Karen. That person should talk to their Federal Project Officer, it sounds like there's some extenuating circumstances there so have them give their Federal Project Officer a call to discuss the specifics.

LAUREN GILMAN: Thank you.

JIM VETTER: Great, thanks. Okay, so we're going to move back on. But again, just know that at any point you can just press star pound on your phone or type in your question box and that then Claudia and Karen and Wendie can take that question in the question break, which will come up in just a few minutes now. So Karen, back to you.

KAREN DORSEY: Thank you. So I'm going to move on to Section A. For previous annual reports you reported that period's data for your project and GPRA measures as well as your partnership measure. Grantees were required to include in Section A one measure for each of the six elements and one measure for partnership. New for the final report we're asking that you include baseline in the previous year's annual data.

On this slide you'll see the 2005 Safe Schools/Healthy Students GPRA measures. For many grantees the GPRA measures served as dual GPRA project measures. For example the change in violent incidents, which is a GPRA measure, may also have served as a project measure for

Element One. In that case the measure type would be reported as Project/GPRA under the "Measure Type" column. The next two slides provide an example of what we're asking. As you can see in this first example the chart is completed the same as previously showing the target, which was established at the beginning of the project and showing the actual, the actual data for your final performance report is from your last data collection. In this example, the measure served as both a project and GPRA measure, and is noted as such in the "Measure Type" column.

New for the final report we're asking that you include baseline in each year's previous annual data. This will provide a cumulative reporting for each of your project and GPRA measures. And this also goes back to the point that Wendie made earlier about your final report being a stand-alone document. Remember, the measures reported in Section A should be the same measures you included in your previous annual performance report. If you have any questions about what measures you should include in Section A talk with your Federal Project Officer. And here's an example of a chart completed for a project measure. You will notice that in this example the number is a raw number not a percentage. As noted at the bottom of the slide a full report of all data and analysis of that data is included in Section C as well as in the final evaluation report. So when completing these charts please be brief, include the data, just the data.

I've now completed the review of the cover sheet in Section A. Wendie will now talk to you about Section B.

WENDIE VELOZ: Thank you Karen, and now we'll discuss Section B in more detail. As with your previous reports the budget information in the final performance reports consists of a chart detailing cumulative budgeted and expended totals by cost category for the entire project period. This summary chart should reflect awarded funds by grant year and should be split according to Elements 1, 2, 5 and 6 and separately for Elements 3 and 4. In semiannual and annual reports the narrative section usually covers encumbered or obligated funds during that reporting period. The main difference between the final report and past reports is that the funds reported in this report should be the final computation of funds expended from the beginning of the grant through the 90 day liquidation period. Okay, the amounts detailed in the budget section must match your

524B Cover Sheet and also must match your G5 or GAPS [PH] account report. The narrative portion of the Section B should also explain and address if there were any significant budget changes by your Federal Project Officer. It should recount if funds were expended at a reasonable or expected rate during the project period. If a balance exists in the G5 or GAPS account the report should provide an explanation of any unspent funds and verification that these funds were not needed, and all financial obligations have been met.

WENDIE VELOZ: The narrative section should also explain any unexpended amounts that exceeded the awarded amounts for either agency. And in addition to that, if there were any in-kind funds used to support your Safe Schools/Healthy Students Program. Okay, this is an example of the Yearly Award Chart. You will need to create this chart based upon information found in your annual Grants Award Notification or GAN. The Department of Education funding amounts for Elements 1, 2, 5 and 6 can be found in your GAN on Box 9 under the category "B Activity Code LLL." The Department of Health and Human Services-funded Elements 3 and 4 are listed as Category F Activity Code W plus two numbers which change each year. Each year's GAN only provides information on that year's funding, so you will need to go back to your initial award GAN as well as each year's continuation GAN in order to obtain the information for this chart.

Once the award amount is established you provide an account of all funds extended by budget category for Elements 1, 2, 5 and 6 and also for Elements 3 and 4. We recommend that you use the format similar to the format used in previous reports as shown on this slide. The chart must detail both your approved budget and the amounts of your expenditures by cost category. For example, a cost category is personnel, [SOUNDS LIKE] fringe travel, etcetera. As I stated before, the total amount shown on this expenditures chart must match the amount shown in your 542B Cover Sheet and Box 8C and also match your final G5 report.

Prior to submitting your report you should complete a preliminary budget analysis based upon the award and expenditures charts that you have created. First, you should ensure that the cumulative award amount equals the cumulative budget amount by each funding agency. The total amounts expended for Elements 1, 2, 5 and 6 should be equal or less than the total award amount for the Department of Education. The total amount expended for Elements 3 and 4 should be equal or less than the total amount awarded by the Department of Health and Human Services. If these amounts do not match there may be an error that will prevent your grant from being closed. As I stated before, it is very important that you check all amounts closely. The amount reported in the chart's Section B must match to the penny the amount reported on the cover sheets. We recommend you request a copy of your final G5 report from your District Fiscal Representative.

And here are a few tips to remember: If any of the expenditures reported in the final performance report are inconsistent, the grant cannot be closed. Also the reporting period for the final report includes any funds drawn down during the liquidation period, which ends for most of you on December 29th, 2009. This means that all grant expenditures for the entire project period must be reported accurately in all sections of the final performance report.

And now for something that may be new to all of you since it was never required in previous reports. For those grantees with funds remaining in their G5 accounts this is a sample letter that must be submitted to verify your unexpended funds. This letter acknowledges the specific dollar amounts of remaining funds and states that the funds are not needed, because all grants-related financial obligations have been met. If funds remain in your G5 accounts at the end of the 90-day liquidation period and we do not receive a signed statement acknowledging the remaining funds the grant cannot be closed.

Now we will take a break for questions. Following the break I will turn it over to Claudia Brown who will cover the remaining sections of the final performance report. If you have any questions about the remaining sections please keep them to the later break.

JIM VETTER: Great thanks. So Lauren, do we have any questions that folks have typed in?

LAUREN GILMAN: Yes, there is one question that came in. "Does the chart on Section A with the baseline and yearly data need to include the no-cost extension year also?"

KAREN DORSEY: Yes. This is Karen, it should include all annual data collections.

JIM VETTER: Great, okay. And Lauren, were there any other questions that just came in through the type chat?

LAUREN GILMAN: I'm looking, but I don't see anything right now, no.

JIM VETTER: Great, thanks. And Ben any questions that people have on the phone lines? Ben, if you wouldn't mind just unmute yourself and let me know is there anybody who is holding on the phone line with a question?

BEN: It looks like Laurie Hart [PH] has a question.

JIM VETTER: Okay, so please open up her line and what's your question please?

LAURIE HART: We have a question from our business office, here she is.

SUSANNAH: Hi, my name is Susannah. The form that you showed on the screen is different than what we actually have here, which is the correct? The one on the screen or the...

LAURIE HART: Here's the one you guys emailed me to bring to this webinar, that's the other form she's looking at.

WENDIE VELOZ: Okay, I think what you're asking if you should be using the 524B chart that was emailed to you or what we showed on the screen. And actually what we showed on the screen is something that you will have to create separately from that chart and you should submit them in addition to the chart. So the answer to your question is yes, you should use the chart but in addition to that you will need to create further detailed charts that we showed on the screen. Which are the two--the awards chart and the expenditures chart. Okay?

SUSANNAH: Okay, thank you.

WENDIE VELOZ: You're welcome.

JIM VETTER: Great, thank you. Okay, Lauren any more questions in the type chat or Ben do we have any more questions on the phone line?

LAUREN GILMAN: There is one more question that came in. It says here, "Did I hear that the executive summary may be single-spaced and may Section C also be single-spaced?"

KAREN DORSEY: The executive summary can be single-spaced. We'll talk a little bit more about the format for Section C, but we ask that it be double-spaced but we'll cover that.

LAUREN GILMAN: Thank you.

JIM VETTER: I'm sorry, yes Ben is there another question that came in?

BEN: Yes, it looks like Carla Clawson [PH] has a question. I'll open up the floor for her.

JIM VETTER: Great, and Carla it sounds like you've got a question, so please go ahead and you can ask your question right now.

CARLA CLAWSON: Yes, this was similar to a question that was asked before, but I wasn't sure I understood the answer exactly.

JIM VETTER: Sure.

CARLA CLAWSON: We had a no-cost extension year last year and we collected annual data last fall, and I was wondering if we would be required to collect data this fall for the no-cost extension year or if what we have is--or are we done with data collection.

WENDIE VELOZ: That's actually a very good question, and I think it's a very good question for your FPO. If you could kindly, either we will make sure that your FPO gets that question after the webinar or if you could kindly direct that to them and they'll be able to answer that for you.

CARLA CLAWSON: Okay.

WENDIE VELOZ: Thank you.

LAUREN GILMAN: And I do have one more written question. This is from Marcia Sawyer, hi Marcia. "Is a detailed budget required in addition to the expenditure sheet and yearly budget chart?"

WENDIE VELOZ: By the detailed budget I believe you mean a budget reflecting all of the line items for your particular budget and it is not required. The only thing we do require is the expenditures chart and the 524B and those should be by cost category, not by line item. And if you have any questions about the difference between cost category and line item please direct those to your Federal Project Officer.

MARCIA SAWYER: Thank you.

JIM VETTER: Great, okay well it sounds like Ben and Lauren have we gotten all the questions right now?

LAUREN GILMAN: I believe so.

BEN: Yes.

JIM VETTER: Okay, well those were great questions and I can see that folks have lots of questions about their final report. If you have any questions as we keep going just again press star pound on your telephone or just type your questions into that control panel box at any time. And Claudia will now take us into the next section.

CLAUDIA BROWN: Thank you Wendie, Karen and Jim. Again, my name is Claudia Brown and I am a Federal Project Officer with SAMHSA. As presented by Wendie and Karen you can see that Section A specifically covers your GPRA measures while Section B includes budget information and other components related to the fiscal aspects of your grants. Now, I will be discussing the report components contained with Section C. As you will see Section C contains vital information related to your project and comprises a significant portion of your final report. While Section C is listed on the form as the area for additional information it may be helpful to think of it as the project status section of your final report. Section C may not exceed 30 double-spaced consecutively numbered pages using a 12 point font. For Section C you can use the same format as you have used previously when completely prior performance reports.

In the semiannual and annual reports Section C included a summary of the project and outcomes delineated by element during the six-month project period of report. In comparison, Section C in the final report includes a comprehensive description of the entire project including all activities and outcomes delineated by elements for the entire four-year period. Additionally, your final report should include information on any program changes and adjustments in project activities. Finally, this is the area of the report in which methods for sustaining programs and services are described.

For all information in Section C you must address the entire project period, which includes the three original project years plus the no-cost extension year from October 1st, 2005 through September 30th, 2009 for most grantees. The following information must be addressed and included in Section C. First, include information about your programs implemented. Clear, specific, measurable and verifiable progress towards meeting the project's goals and objectives by each of the six elements of the grant should be provided. Adequate justification must be included if goals and objectives were not obtained, if scheduled activities were not implemented, or if there was less than substantial progress for any activity.

Second, include information about your program changes. A comprehensive description of any changes made to grant activities, goals and objectives including local conditions, circumstances and/or evaluation data that justifies and explains the change as well when the change occurred during the grant project should be included.

Third, include information about your grant management. Clearly describe the management and advisory structure used to implement and monitor grant activity. Describe how project outcomes and evaluation data influenced changes in grant activities and implementation. Provide relevant information demonstrating how funded activities were linked to interventions and strategies that were not funded, but included as part of the community's overall comprehensive approach to Violence Prevention and Healthy Youth Development. Even if federal funds were not requested for all elements you should address how the non-federally funded work was coordinated with the work of the other funded elements. Provide demographic information on the population served to demonstrate if populations identified in the application were served and to determine if gender, racial and ethnic minority populations were adequately represented.

Four, include information about your partnership activities. Incorporate evidence of the integration of grant-funded activities between elements and the required partners. Note if any of these partners changed during the grant period. If there were partner changes please describe whether this impacted your ability to achieve your approved project objectives and/or project activities.

Incorporate evidence of continued and increased collaboration between agencies included in your project's memorandum of agreement.

Fifth, include information about your program achievements. Specific examples of actual accomplishments and outcomes for each project objective should be integrated. Accomplishments and outcomes should be quantified whenever possible. Utilizing your evaluation results draw conclusions about the success of the project and its impact. Any unanticipated outcomes or benefits from your projects well as any barriers that you may have encountered should be described.

Six, include information about your sustainability plan. Present a detailed description of the sustainability plan for each grant activity and strategy by element. Provide a specific strategy for continuing program and interventions after federal funding has ended. Provide information on progress made towards achieving and maintaining the GPRA requirements. Finally, include information about your technical assistance supports. Provide a summary of technical assistance services requested and utilized from the National Center and Communications Team during the grant period. Include information on lessons learned and benefits to your grant project as a result of technical assistance from these two federal [INDISCERNIBLE].

As a reminder in the semiannual and annual reports for the reporting period, you were required to submit detailed information on your current budget, timelines, resumes of newly hired staff and other attachments as appropriate. In the final report, you are required to submit detailed information on first your final evaluation report. A separate copy of the full, completed final evaluation report must be submitted as an attachment to the final performance report. More information will be provided about the final evaluation report in a moment. Second, your list of grant partners--provide an outline of all grant staff, partners, advisory committee members and core management team participants.

Third, the disposition of grant equipment--equipment is defined as tangible, nonexpendable items having a useful life of more than one year and a purchase cost or current value of $5,000 or more per unit. Under most circumstances equipment purchased with grant funding can be retained by the grantee as long as needed and the equipment is being used for the purposes for which it was originally intended. When the equipment is no longer needed for its original purpose it can be used in other activities currently or previously supported by a federal agency. Equipment purchased by a contractor with grant funds should be returned to the grantee and disposed of by the grantee in a manner consistent with EDGAR requirements. The final performance report should include a list of all equipment purchased with Safe Schools/Healthy Students grant funds and also address how the disposition of how any of this equipment was handled.

For equipment purchased with grant funding that has a fair market value of more than $5,000 per unit include the following in your final report: a description of the equipment including information such as purpose, use of the equipment, original purchase price, etcetera, the current location of the equipment and the method for disposal or continued use of the equipment.

Four, provide a listing of materials and samples developed. Provide a listing of all grant products, materials and samples developed using grant funds to support the project such as interim and final evaluation reports, training manuals, video tapes, brochures etcetera. Finally, others as appropriate--in addition to other supportive documents previously mentioned the final report should include a list of grant trainings, meetings and regularly occurring events such as dates of training, target audiences, purpose and a number of attendees etcetera. Also, any other relevant information about the grant including any outcomes or benefits from the project should be included in the final report.

The local evaluator is responsible for preparing the evaluation report based on the evaluation plan that was developed for your project. Since the evaluation report is the end-result of your particular evaluation plan it is a site-specific document that is customized for your project. The evaluation report should be consistent with the evaluation plan. The report content, format and style should be tailored for the intended audience. Remember the evaluation report is the end result of your evaluation plan, therefore the following are suggested components that might be useful to include in your evaluation report in addition to any site specific components relevant to your particular project.

An executive summary--the executive summary might consist of a brief overview about two to three pages of the project evaluation outlining what was evaluated and the major findings and recommendations. A section with background information which describes the central features of the program: this section might include information about the origins of the program, the program goals, a description and demographics about the program participants, the administrative organizational structure, the program activities, interventions and services, the materials used and produced by the program and information about the program staff.

A description of the evaluation--in the description of the evaluation your evaluator might include a sufficient summary of the evaluation plan, technical information and procedures, reasons why the evaluation was done and what you hope to learn from it, the evaluation design used and why it was selected, the timetable for collecting data, the type of data collected for each measure, the methods used to gather data and why these particular methods were chosen, the way in which the evaluator ensured validity, accuracy and reliability, and the focus of the evaluation and its limitations.

The results of evaluation--this is where your evaluator might explain the findings in detail. It would include information such as all data collected, analyzed, recorded and organized in understandable forms such as charts, tables and graphs, any applicable excerpts from interviews or testimonials from participants and clients, questionnaire results, test scores and outcomes, and anecdotal evidence. A discussion of the evaluation results, this narrative of the evaluation results might include a detailed discussion of evidence that your program or initiative caused or produced the results, any other factors that could have contributed to the results, ways in which the results are different from what they would have been if your program didn't exist, and the strengths and weaknesses of your program.

Finally, your evaluation report should include conclusions. The conclusion section is a very important piece of evaluation report. This is where you might explain any major conclusions about the Safe Schools/Healthy Students Initiative that can be supported as a result of this evaluation. Future recommendations for the program and about the initiative itself, results that might need further exploration and evaluation and the reasons for this determination, and lessons learned including what worked well about the evaluation and what didn't work very well.

It may be helpful for your evaluator to keep the following general tips in mind while preparing the evaluation report: discuss the methodology, any revisions to it, and the reasons for these adjustments. Include samples of tools and instruments that were used for collecting data. Provide a clear, understandable analysis of raw data. Include results and findings, draw conclusions, discuss the manner in which data was shared and used to make data-driven decisions to inform and improve the project, address issues or challenges, present lessons learned and suggested areas for future evaluation, and include relevant documentation pertaining to the IRB review and approval process as applicable.

CLAUDIA BROWN: Okay, it is. All right, the link on the slide that is currently showing is a website maintained by the Community Tool Box. This is a good reference for developing your evaluation report and communicating information about your project. Jim, I think now is a good time to take more questions.

JIM VETTER: Great, and folks indeed do have some questions for you. The first question that I see we've got on the phone line is someone who is online from Nassau County, New York. So please go ahead and what's your question, please?

WOMAN: I just wanted to, you know, including with the budget report should be a yearly budget for all the years, all four years, be included in that section?

CLAUDIA BROWN: Yes.

WOMAN: Okay.

JIM VETTER: Great, all right thanks. So Lauren, do we have any questions that people have typed in? All right, so Lauren go ahead and just--

LAUREN GILMAN: Yes, we have a few. The first one is, "Please discuss the final audit requirements. Will a final financial audit be required and when is it due?"

KAREN DORSEY: The requirement for audit is not program specific, but is compliant with the District's receipt of federal funds so the expectation is that federal Safe Schools/Healthy Students funds will be audited. And they should do so within the District's schedule, but we don't ask to see a specific audit report with your final report.

JIM VETTER: Great, thanks and I see that we've got another question on the phone line. So I see that Clara Clawson from Dayton, Ohio I think may have typed in this question as well. You've got the question on the phone line as well, so Clara please go ahead and tell us what your question is?

CLARA CLAWSON: I'm wondering what happens to these final evaluation reports and specifically are they ever available? Because I think, you know, it might be kind of interesting to read them, maybe not all of them but, you know, some of them.

KAREN DORSEY: This is Karen, the final evaluation reports are reviewed by the Federal Project Officer and available for federal principals, the Director of the Office of Safe and Drug-Free Schools, folks at the Substance Abuse and Mental Health Services Administration. They're not generally shared with the public; they can request a copy under the Freedom of Information Act. And we also share final evaluation reports with the National Evaluation Team.

CLARA CLAWSON: Okay, thank you.

JIM VETTER: Great, thanks. And Lauren do we have other questions that came in over the chat?

LAUREN GILMAN: Yes, we do. We actually had a few questions that are all very similar regarding the detailed explanations of the PowerPoint bullets. One of them said, "That Wendie's providing some excellent information about Section C and is it possible to get the actual narrative script that she's reading, or is that something that will be posted or is that repeating what was forwarded in the "Dear Colleague" memo?"

JIM VETTER: Oh Lauren, that's a great question that folks should know as well in terms of getting the full narrative of the presentation today that in addition to having a full recording of all of this over on the promoteprevent.org website within a week, we'll also have a complete transcript. So you'll have all of that written out for you as well, so we'll definitely have that available.

LAUREN GILMAN: Thanks Jim, and there is one more question. "Could you review the requirements for the $5,000 equipment and dispositions?"

JIM VETTER: Would you mind just talk a little bit about that again?

CLAUDIA BROWN: Oh, no problem. Sorry, we're trying to get back to that section so we can read it to you again.

JIM VETTER: Okay, thanks.

CLAUDIA BROWN: Absolutely, this is Claudia. And basically I'll kind of summarize it, but equipment--we're talking about equipment that has a current market value of $5,000 or greater. And so under most circumstances you can actually--the grantee can retain the equipment and hopefully continue to use it for Safe Schools/Healthy Students activities or other federally-funded activities. When the equipment is no longer--or equipment usually purchased by the contractor actually is usually returned to the grantee unless actually it came up that the contractor is still using the equipment for a Safe Schools/Healthy Students purpose. And then finally, I think that was it. You should include a description of the equipment, how you finally decide did you continue to use it or did you dispose of it, and the method of disposal.

JIM VETTER: Great,

CLAUDIA BROWN: Did that answer it or do you have any other questions?

WENDIE VELOZ: And if you have any specific questions about supplies or equipment and disposition and we didn't cover it today, please contact your Federal Project Officer.

JIM VETTER: Great, thanks. And Lauren, any other typed-in questions?

LAUREN GILMAN: Yes, there are a few more. There were a couple of people who asked about the link that was, I guess, on the last screen to the evaluation sample reports. I wanted to go back, so that they could have a minute to write down that link.

WENDIE VELOZ: Okay, and it will also be in the posted version of the slides as well, but if you wanted to take a second please feel free to write it down right now.

LAUREN GILMAN: Okay, thank you.

JIM VETTER: Great and we'll actually post that link so that you don't have to go through all the PowerPoint slides to find it. We'll also post that link, Ben will I hope, on the event page for this web event. And you'll get a link to that about an hour after this webinar is over.

CLAUDIA BROWN: And this is Claudia, I also wanted to add a lot of points for the person that asked the original question, a lot of the points about the evaluation, how to develop the evaluation report did come from that link as well as much more valuable information that goes in detail about some of the points I cover.

JIM VETTER: Great.

LAUREN GILMAN: I have two more kind of content-related questions here. "Do we include results of project objectives in Section A or just GPRA measures?"

KARNE DORSEY: Section A has a measure for--it includes the four GPRA measures and a project measure for each element. In some cases the GPRA measure may serve also for the element's project measure, but it is not all. All of the objectives are in Section C and in your evaluation.

LAUREN GILMAN: Thank you, and this question may be very specific to an individual site but I'll ask it anyway, "If we need to include a safety plan that may have confidential information in it how do we handle that?"

KAREN DORSEY: I would recommend that one of the things, and I'm not sure if Claudia has covered it or not where she talks about things that you can include is a list of products, and I would list it as a product not necessarily included as an attachment.

LAUREN GILMAN: Okay. That's it for typed questions for right now, thank you.

JIM VETTER: Great, thanks. And we don't see any more questions on the phone line at this point either. So again, there will be another chance to ask questions at the end. If you do have any questions again at any point just press star pound or type your question in to the questions box. And Claudia, we're back to you.

CLAUDIA BROWN: Thank you, Jim. Now let's discuss some dos and don'ts. Do have someone else read the report for style and content. As stated previously the final report is cumulative reports on all grant activities during the entire grant period and should function as a stand-alone report. So someone who is unfamiliar with your project and who has no prior knowledge of your program should be able to read your final report and get a comprehensive picture of your entire grant project. Do include a header or footer on every page with the PR award number, page number, and date. This is especially important so your document can be sequentially reordered should it become separated. Additionally page labeling and numbering is helpful when making references to other sections of the report within the document. Do read all the instructions and call your FPO if you have any questions.

The "Dear Colleague" memo about the final report includes the required report forms, a list of frequently asked questions, and a list of the current federal project officers. This document, other instructions included with the forms, and the frequently asked questions will answer many of the questions that you may have. However, for specific questions pertaining to your grant please do not hesitate to contact your assigned Federal Project Officer. Do use a combination of anecdotal information and measurable outcomes to demonstrate achievements. In addition to measuring the quality, quantity and duration of your data, tell your story and let it demonstrate your project successes and accomplishments. Do use an appendix to provide additional details and examples of grant activities. Details and examples of grant activities as appropriate will highlight the unique achievements of your grant project.

Lastly, do review budget and G5 GAPS reports to ensure accurate and consistent information. This is especially important as stated before, because the project's final reported expenditures must exactly match to the penny the funds drawn down from the G5 or GAPS account. Failure to properly reconcile the budget expenditures with the G5 GAPS account is one of the primary reasons that grant close-out is delayed.

Don't--don't assume the reader has access to previously submitted reports. As stated before many times the final report is a stand-alone report. The report reader should be able to gain an understanding of your entire project after reviewing the final report. Don't assume the reader has access to the final evaluation report. A detailed overview and summary of the entire project evaluation including significant results and findings should be included within the final report. Don't simply cut and paste text from previous reports. All relevant information from previous performance reports should be updated and incorporated within the final report as applicable in relation to the entire report. Don't include charts with outcomes of data or other data without also providing data analysis. Charts with outcomes and data provided in other forms should always be accompanied by a clear understandable narrative description and analysis of the information.

Don't send your report via U.S. mail. The U.S. Postal Service usually delivers government mail through a department handler such as a building mailroom, and mail may be delayed getting to the recipient as it is being processed through the mail handler. Therefore it is best to send reports via a commercial carrier such as the United Parcel Service or U.P.S. or Federal Express to ensure timely and accurate delivery.

Finally, don't forget to have your report signed by the authorized representative. The final report is incomplete unless signed by the authorized representative. Your authorized representative, most often the superintendant, is the official within an organization with legal authority to make commitments and enter contracts on behalf of the grant organization. By signing the 524B Cover

Sheet the authorized representative certifies that the information and commitments in the grant proposal and the final report have been honored and that the grantee will continue to comply with the Department of Education's regulations, guidelines and policies. At this time I will turn the presentation back over to Karen Dorsey who will discuss the final report submission and close-out requirements.

KAREN DORSEY: Thank you Claudia. Now we're in the final stretch as Claudia stated. I will talk about report submission and close-out. As stated in the instructions you must have two copies of the final performance report including all of the attachments. Each report's 524B Cover Sheet must have an original signature. One report is sent to the U.S. Department of Education and one report is sent to your Federal Project Officer. Also, as Claudia stated, we ask that you send your report via commercial carrier such as Federal Express or UPS. Once received Federal Project Officers have 60 days to read and respond to the final report. Federal Project Officers try hard to read reports and respond back to grantees sooner rather than later, but in some cases the response may be later rather than sooner and could come as late as March 2010. For this reason you're reminded to keep appropriate records, files, staff and contractors available if questions do arise.

After reading the final report your Federal Project Officer will respond in one of the following ways: a letter to the contact and the authorized representative stating that the grant has been closed in compliance; or an email to the contact requesting additional information or clarification, a response to this request is due within 30 days; or an email to the contact and the authorized representative stating that as written the final report is unacceptable. This will require you to rewrite and resubmit the final report. The resubmission is due within 30 days of the request.

Nearly $36 or 9 million [PH] have been awarded to your Safe Schools/Healthy Students Project. Given the federal investment it is important that the final report demonstrates that the project was implemented as approved and that the goals and objectives were achieved.

While our desire is to have every grant closed in compliance, a grant will be closed in noncompliance if no final report is received by the due date which for most 2005 grantees is

December 29th, 2009. A grant will be closed in non-compliance if no response is received within 30 days to the request from the Federal Project Officer for additional information or clarification. A grant will be closed in noncompliance if the request for resubmission of the final report is not received within 30 days. And lastly, a grant will be closed in noncompliance if the resubmitted final report or the response to the request for clarification fails to demonstrate the achievement of goals and objectives, or fails to provide a reasonable explanation for why goals or objectives or activities were not achieved or implemented.

Submitting the final report is just the first step in closing your grant. The grant is officially closed when your Federal Project Officer sends you a letter stating that the grant has closed in compliance. Once you receive the letter that the grant has been closed in compliance to comply with federal requirements the District should retain all records for three years. If your District's retention period is longer you should adhere to that requirement.

We hope that you found this webinar helpful. A link to this webinar will be provided to you, I think Jim said by the end of the day and he'll correct me if I'm wrong, so that you can refer back to this information along with the "Dear Colleague" memo as you prepare and submit your final report. On behalf of my colleagues Wendie and Claudia we thank you for your participation and now we'll open the phone lines for one final time for any remaining questions. Jim?

JIM VETTER: Okay. So again, a lot of useful information about your final reports so if you have any final questions, of course you can always talk to your own Federal Project Officer, but now that you've got Claudia and Karen and Wendy right here with you feel free to press star pound on your phone or just type any of those questions into the chat box, your question box. So Lauren, do we have any questions that people have typed?

LAUREN GILMAN: Yes, there are several questions. The first one is, "Is there a page limit on the final evaluation report."

WENDIE VELOZ: Thank you, Lauren. There is no page limit or upper or lower limit, but we just ask that you provide a substantial amount of information to answer all of the questions that we posed in this webinar today and to give us a really good picture of what your evaluation looks like and what were the results and everything that Claudia had described. And please use that website as a reference to get more detail about that, but we'll leave it to your judgment.

LAUREN GILMAN: Thank you. Somebody asked, "When will our District Finance Office receive the final G5 GAPS report for us to reconcile our report?"

KAREN DORSEY: Hi, this is Karen. We actually don't send a G5. Your District finance office has access to the account and real time information, so you should talk with them. At any given time they can go in and tell you what your total expenditures are and what your balance is. So they actually have that real time, instant access you don't receive that from your Federal Project Officer.

LAUREN GILMAN: Okay, and I think this is the last question I have as of right now. "Does the due date mean the actual receipt of the report or post-marked date?"

KAREN DORSEY: Hi, this is Karen. I think there is sort of varying interpretations. I suggest you talk with your Federal Project Officer. For my folks that are listening, you know who you are, due date means when you mail it.

WENDIE VELOZ: Yeah, I think if you talk to the different Federal Project Officers and if you have some sort of circumstance that prevents you from mailing it on a Saturday or whatever the case may be, we'll definitely talk to our individual sites and work with you.

JIM VETTER: Great, so Lauren are there any other questions that folks have typed in through the chat and again, at any point folks you can just right now type star pound to ask your question on the phone or just type it in. Do we have any more typed questions?

LAUREN GILMAN: I don't see any more right now.

JIM VETTER: Okay. And it looks like you may have addressed every question the folks had out there at this point. So I'd like to thank Claudia and Karen and Wendie for giving that very helpful information. So folks that now you're prepared to be able to write a really fantastic and compliant final report that can help close out your grant and celebrate the really great work that all of you've been doing out in your communities.

And I know that those of us from the National Center, your technical assistant specialists, really have appreciated the chance to work with their communities over these years and to experience the kind of wonderful work you've been doing that really is making a huge difference in the lives of young people, and are very impressed by your sustainability plans to keep going beyond this grant to continue to benefit your communities.

LAUREN GILMAN: I do have one more question that just came in. "As the Project Officer or probably the Project Director needs to stay involved past the performance period is the salary for this position reimbursable under the grant." It says here Project Officer but I'm not sure if he meant Project Director.

KAREN DORSEY: Yes, no there is no reimbursement for responding to questions.

JIM VETTER: Okay.

LAUREN GILMAN: Past the performance period, okay.

BEN: It looks like we have two questions over the phone as well.

JIM VETTER: Great, thanks Ben. That I'm seeing now David Pollack [PH] from Van Buren Schools in Iowa, it seems like David you have a question

DAVID POLLACK: A quick question about the evaluation report or clarification, the local evaluator submits that to us and then we send it in with our report, or is that sent in under a separate cover?

CLAUDIA BROWN: Hi, this is Claudia. No, the evaluator submits to you and you actually include it as an attachment as well as including a summary of the significant findings within the final report itself. So you would have a summary of your evaluative findings within the final and the final evaluation report attached.

JIM VETTER: Thank you, great. Dave thanks for your question. Okay Lauren, do we have any more typed in questions?

LAUREN GILMAN: I've just got one more. "Does the evaluation report have to be double-spaced or can it be single-spaced?"

WENDIE VELOZ: I think again that goes with your best judgment. If you have charts and very detailed information in the chart we obviously want to be able to read it, so please make sure that it's spaced appropriately. And any information that you bring along with that in terms of the narrative, please just make sure to your better judgment that it's readable. Since we don't have any page requirements for that part of the report it's up to you.

JIM VETTER: Great. That seems like some flexibility there and that folks will use their best judgment. Lauren, any other typed in questions? Okay, so it doesn't seem like Lauren has any more typed in questions there as well. And I'm seeing that we don't have any more questions on the phone line, so it seems like we've responded to everybody's question and I think folks know that they can always rely on their Federal Project Officer and give any of you a call or an email if they have more questions to ask. So that will--

LAUREN GILMAN: Thank you Lauren and Jim and Ben, we appreciate it.

JIM VETTER: Wonderful to have a chance to do this with you and wonderful to be connecting with almost a hundred, like more than a hundred people around the country over the course of this webinar tonight. So by the end of the day you'll receive a line that will take you to an event page that will have the slides on it and will also have some of the links that we might be able to provide. And then within a week you'll have a transcript on that same page, and a complete recording of this presentation today. So that wraps us up and I hope that everyone here has a really wonderful rest of the day and really has a wonderful experience closing out your Safe Schools/Healthy Students Grants.