

# *Preparing the Final Safe Schools/Healthy Students Performance Report*

## **Presenters:**

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***September 3, 2009***

**Federal Webinar Series for Safe Schools/Healthy Students Grantees**



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at any time  
to ask a question.**

**Press \*# again  
to withdraw  
your question.**

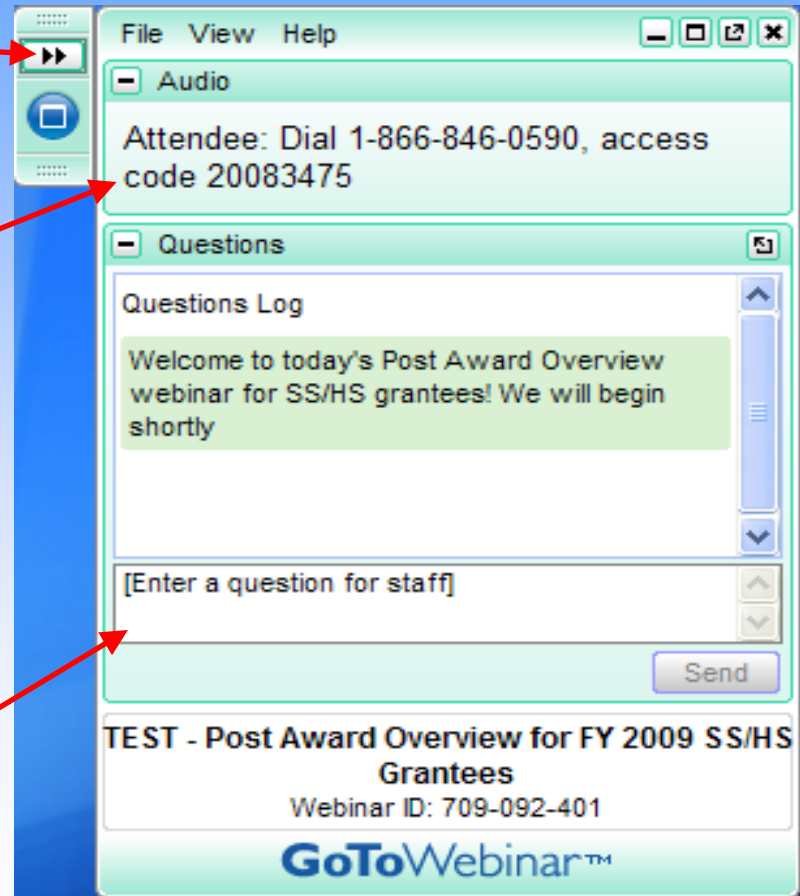
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Question/Answer Box



- A Good Final Report
- Report Components
  - **Q & A Breaks**
- Report Tips
- Report Submission
- Report Review
- Grant Closeout
  - **Final Q & A**



# ***A Good Final Report***

## Describes the Pre-SS/HS Conditions

- Community Assessment Findings
- Needs & Gaps
- Goals & Objectives

# ***A Good Final Report***

## **Describes the SS/HS Program**

- Implementation & Ongoing Activity
- Activities, Curricula, Programs & Services
- Partner Participation
- Population Served
- Expenditure of Funds
- TA Services

# ***A Good Final Report***

## Describes Project Changes

- Challenge
- Resolution
  - Changes to Program, Personnel, Partners, Etc.
- Justification
- Impact

# *A Good Final Report*

## Describes RESULTS

- Needs Met & Gaps Filled
- Goals & Objectives Achieved
- Programs & Services Sustained
- Community Partnerships Preserved
- Program Requirements Met





# A Good Final Report

## Describes It All – Start to Finish

### ■ Comprehensive

- Pre-SS/HS Conditions
- Period of Performance
- No Cost Extension

### ■ *Stand-Alone*

- No Additional Documentation Needed
- No Prior Knowledge Needed



# *Report Components*

- 524 B Cover Sheet
- Executive Summary
- Section A: Project Objectives and Related Performance Measures Data
- Section B: Budget Information & Budget Spread Sheet
- Section C: Additional Information
- Attachments

# Report Components

## 524 B Cover Sheet

Reporting Element	Semi & Annual Reports	Final Report
Cover Sheet Box Under Title	Checked Annual Performance Report	Checked Final Performance Report
Cover Sheet #7 – Reporting Period	Reporting period 6 months or annual	October 1, 2005 – September 30, 2009 (includes NCE year)
Cover Sheet #8c – Budget Expenditures	Not completed	Reports on cumulative spending and matches G5/GAPS report
Cover Sheet #11a-Performance Measure Status	Not completed	Checked yes

# ***90 Day Liquidation Period***

**October 1, 2009 to December 29, 2009**

The period following the grant end date during which a grantee draws down funds for expenses incurred on or prior to September 30, 2009.

# Report Components

## 524 B Cover Sheet

Reporting Element	Semi & Annual Reports	Final Report
Cover Sheet Box Under Title	Checked Annual Performance Report	Checked Final Performance Report
Cover Sheet #7 – Reporting Period	Reporting period 6 months or annual	October 1, 2005 – September 30, 2009 (includes NCE year)
Cover Sheet #8c – Budget Expenditures	Not completed	Reports on cumulative spending and matches G5/GAPS report
Cover Sheet #11a-Performance Measure Status	Not completed	Checked yes

# Report Components

## Executive Summary

Reporting Element	Semi & Annual Reports	Final Report
Executive Summary	<ul style="list-style-type: none"> <li>■ For the reporting period (6 or 12 months)</li> <li>■ Summary of project activities, curricula, programs, and services operating during the period by element</li> <li>■ Summary of major changes, challenges, and successes</li> </ul>	<ul style="list-style-type: none"> <li>■ Reflects the entire project period (4 years)</li> <li>■ Summarize all grant activities, curricula, programs, and services by element</li> <li>■ <b>Contact information for district representative</b></li> <li>■ <b>Include chart with project goals and objectives by element and state if the objective was met, not met or partially met</b></li> </ul>

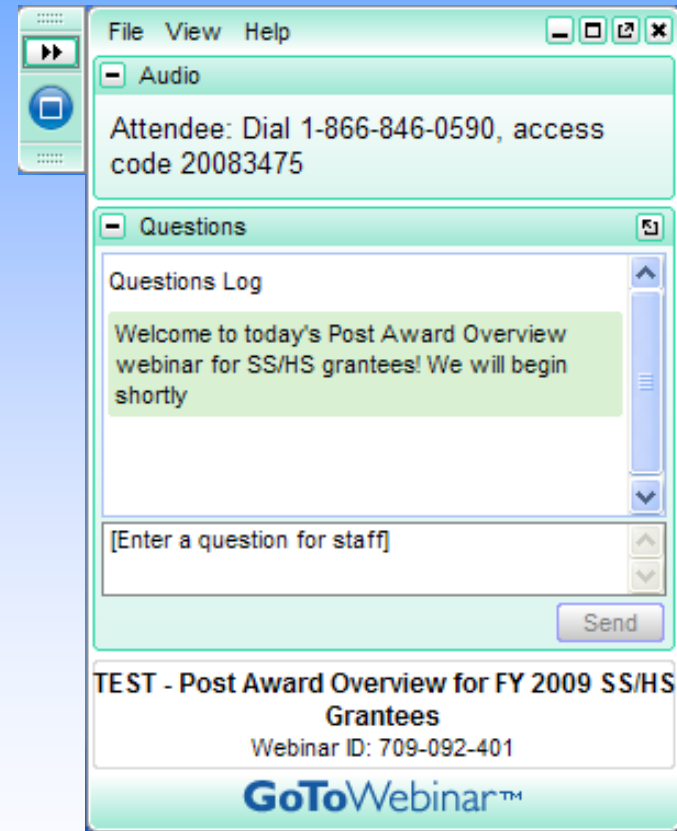
# Report Components

## Executive Summary

<i>Goals</i>	<i>Objectives</i>	<i>Status of Objectives</i>	<i>Activities</i>
<b>Providing early identification, screening, and preventive services to remediate health, emotional, and behavioral problems that interfere with student learning</b>	3.1 – Increase school-based mental health services	Achieved	Employee full-time mental health clinicians in each priority school (12 FTEs)
	3.2 – Increase knowledge of student assistant team, teachers, and administrator of social, emotional, and behavioral issues	Achieved	Provide professional development to student assistant teams
	3.3 – Increase student and family access to community mental health services	Partially Achieved	Revise referral process for community based mental health services
	3.4 – Reduce negative perception of mental health issues	Not Achieved	Develop a public education campaign regarding mental health issues

# Questions?

Press \*#  
to  
“raise your hand” or





# Report Components

## Section A

Reporting Element	Semi & Annual Reports	Final Report
<b>Section A:</b> <b>Project Objectives and Related Performance Measures</b>	Annual GPRA Measures	<b>Cumulative GPRA Measures</b> <b>-Baseline &amp; Annuals</b>
	Annual Project Measures	<b>Cumulative Project Measures</b> <b>-Baseline &amp; Annuals</b>

# Report Components

## Section A – FY2005 GPRA Measures

- Need at least one performance measure for each of the six elements & four GPRA indicators
  - % Change Violent incidents at schools (Element 1 or 2)
  - %  $\Delta$  Substance use (Element 2)
  - %  $\Delta$  School attendance (Element 5 or 6)
  - %  $\Delta$  Mental health services provided to students and their families (Element 3)
  - Measures of successful SSHS Partnership

# Report Components

## Section A – Example

1. **Project Objective** [ ] Check if this is a status update for the previous budget period.

**Element 1: Safe School Environment – All schools have completed and implemented emergency and crisis response plans by June 2008**

A1. Performance Measure	Measure Type	Quantitative Data						
		Target			Actual Performance Data			
By September 2008, a 20 percent decrease in violent incidents on Middle and High School campuses as measured by reported violent incidents by in the SASI* data system at baseline (July 2004) compared to end of the school year at the end of the project (April 2008).	Project/ GPRA	Raw Number	Ratio	%	Raw Number	Ratio	%	
						21.3%	145/750	19.3%

**Explanation of Progress** (Include Qualitative Data and Data Collection Information)

**GPRA/Project Measure:**

**Baseline:** 200 total incidents / 750 students - 26.6%

**Year One Findings:** 205 total incidents / 742 students – 27.6%

**Year Two Findings:** 175 total incidents / 755 students – 23.2%

**Year Three Findings:** 145 total incidents / 750 students - 19.3%

\*SASI classifies the following as violent incidents—“weapons possession”, “fighting”, “push/shove/hit”, and “assault”

# Report Components

## Section A – Example

1. **Project Objective** [ ] Check if this is a status update for the previous budget period.

**Element 1: Safe School Environment – All schools have completed and implemented emergency and crisis response plans by June 2008**

A1. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
Number of schools with completed and implemented emergency and crisis response plans by September 2008.	Project	Raw Number	Ratio	%	Raw Number	Ratio	%
		25			25		

**Explanation of Progress** (Include Qualitative Data and Data Collection Information)

**GPRA/Project Measure:**

**Baseline:** 0 Emergency Response Plans Completed

**Year One Findings:** 5 Emergency Response Plans Completed

**Year Two Findings:** 10 Emergency Response Plans Completed

**Year Three Findings:** 10 Emergency Response Plans Completed

**NOTE:** A presentation of all data and an analysis of the data should be included in the Final Evaluation Report.

## Section B – Budget Information

Reporting Element	Semi & Annual Reports	Final Report
<p><b>Section B: Budget Information</b></p>	<ul style="list-style-type: none"> <li>■ Chart with cumulative budgeted and expended for Elements 1, 2, 5 &amp; 6 and for Elements 3 &amp; 4</li> <li>■ Narrative that discusses funds encumbered or obligated but not expended as well as spending level</li> <li>■ Description of in-kind, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>■ Chart with cumulative budgeted &amp; expended, for Elements 1,2, 5 &amp; 6 and for Elements 3 &amp; 4</li> <li>■ Description of approved budget changes</li> <li>■ <b>Explanation any unexpended funds</b></li> <li>■ <b>Accounting of in-kind funds, if applicable</b></li> <li>■ <b>Letter signed by Authorized Representative verifying G5/GAPS balance, if applicable</b></li> <li>■ <b>Verification of Indirect Cost Rates</b></li> </ul>

## Section B – Sample Yearly Award Chart

PDQ Schools SS/HS Funding By Year  
Total Award = \$3 million

Reporting Year	Elements 1, 2, 5 & 6 (ED)	Elements 3 & 4 (HHS)	Totals
Year 1	\$500,000	\$500,000	\$1,000,000
Year 2	\$450,000	\$550,000	\$1,000,000
Year 3	\$375,000	\$625,000	\$1,000,000
Total	\$1.5 million	\$1.5 million	\$3 million

**Yearly Awards are listed at the bottom of each GAN and activity**

**Category B = Department of Education (Elements 1, 2, 5 & 6)**

**Category F = Department of Health and Human Services (Elements 3 & 4)**

# Report Components

## Section B – Budgeted and Expended Chart

Cost Categories	Elements 1, 2, 5 & 6		Elements 3 & 4		Total	
	Budgeted	Expended	Budgeted	Expended	Budgeted	Expended
Personnel						
Fringe						
Travel						
Equipment						
Supplies						
Contractual						
Construction						
Other						
Total Direct						
Indirect Costs						
Training Stipends						
Total Costs						

# Report Components

## Section B – Budget Information

- STEP #1: Cumulative award amount equals cumulative budgeted amount by each Funding Agency
- STEP #2: Compare cumulative expended amount to cumulative award amount by each Funding Agency
  - Total amount expended for Elements 1, 2, 5, 6 must be equal to or less than the total amount awarded by ED
  - Total amount expended for Elements 3, 4 must be equal to or less than the total amount awarded by HHS
- STEP #3: Ensure total amounts reported in item 8c of the 524B Cover Sheet and charts are consistent with G5/GAPS report (authorization – available balance)



# Report Components

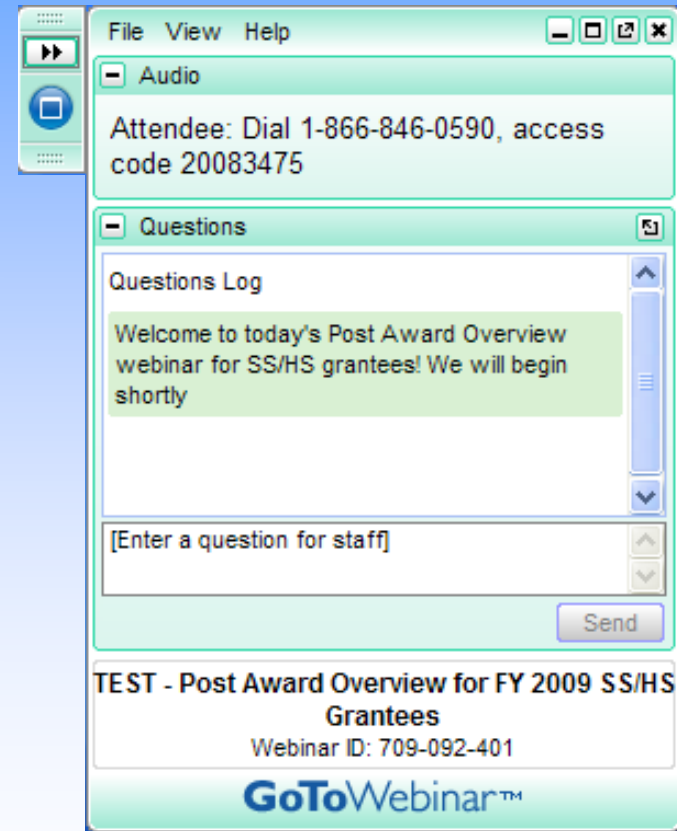
## Section B – Sample Letter to Verify G5/GAPS Balance

Dear SS/HS FPO,

Enclosed please find a copy of the final report for the PDQ Safe Schools/Healthy Students Project. Additionally, this letter is to inform you that PDQ School District has completed its Safe Schools/Healthy Students project and **there are funds remaining in our G5/GAPS account for the project [PR/Award Number and DUNS Number].** The remaining amount is **\$4,522.58** and is not needed as all financial obligations under this grant have been met.

# Questions?

Press \*#  
to  
“raise your hand” or



# Report Components

## Section C – Additional Information

<i>Component</i>	<i>Semi &amp; Annual Reports</i>	<i>Final Report</i>
<p><b>Section C: Additional Information</b></p>	<ul style="list-style-type: none"> <li>■ Summary for the period by element including outcomes (Section A as well)</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Description, by Element, of all activities and outcomes for the project period (4 years)</b></li> <li>■ <b>Include information on changes and/or modifications in activities</b></li> <li>■ <b>Description of how programs, activities, and services will be sustained</b></li> </ul>

## Section C – Additional Information

- Address the entire project period
  - October 1, 2005 through September 30, 2009
  - All no cost extension activities
- Programs implemented
- Program changes
- Grant management
- Partnership activities
- Program achievements
- Sustainability plan
- Technical assistance supports

# Report Components

## Attachments

<i>Component</i>	<i>Semi &amp; Annual Reports</i>	<i>Final Report</i>
<i>Attachments</i>	<ul style="list-style-type: none"> <li>■ <i>Current Budget</i></li> <li>■ <i>Timeline</i></li> <li>■ <i>Resumes of Newly Hired Staff</i></li> <li>■ <i>Others as Appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li>■ <i>Final Evaluation Report</i></li> <li>■ <i>List of Grant Partners</i></li> <li>■ <i>Disposition of Grant Equipment</i></li> <li>■ <i>List of Materials Developed</i></li> <li>■ <i>Others as Appropriate</i></li> </ul>

## The Final Evaluation Report

### ■ Suggested Sections

- Summary
- Background
- Program Description
- Results
- Discussion
- Conclusions & Recommendations



# *Report Components*

## The Final Evaluation Report

### **Tips to Remember:**

- Methodology & Changes
- Instruments
- Analysis of Raw Data
- Findings
- Conclusions
- Data Sharing
- Project Improvement
- Challenges
- Lessons Learned
- IRB Review and Approval

# ***Report Components***

## The Final Evaluation Report

Resource for

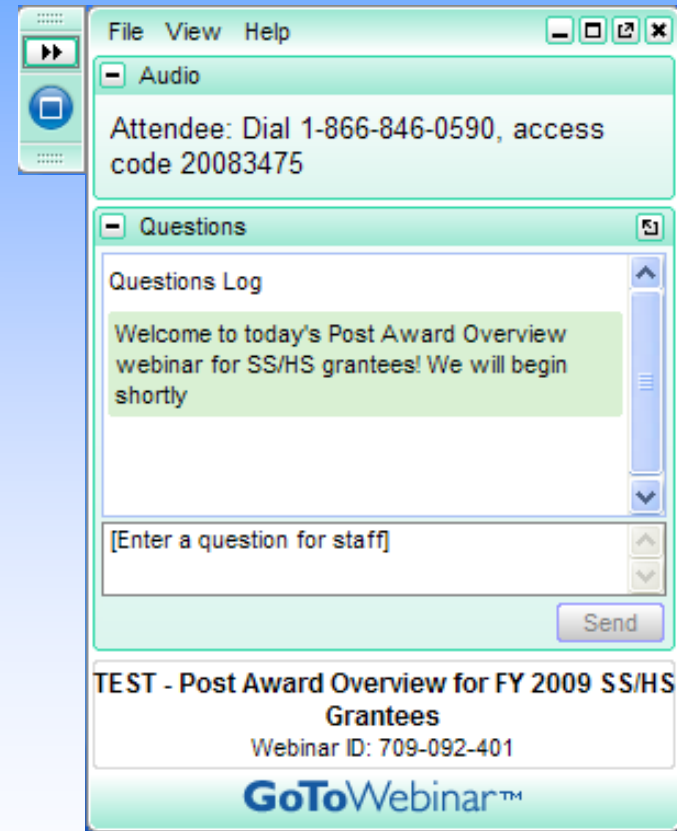
Communicating Evaluation Findings

[http://ctb.ku.edu/edu/tools/EN/sub\\_section\\_tools\\_1376.htm](http://ctb.ku.edu/edu/tools/EN/sub_section_tools_1376.htm)



# Questions?

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# Report Tips



## DO

- *Have someone else read the report for style & content!*
- *Include a header or footer on every page with the PR award number, page number, & date.*
- Read ALL the instructions & call your FPO if you have any questions.
- Use a combination of anecdotal information & measurable outcomes to demonstrate achievements.
- Use the appendix to provide additional details & examples of grant activities.
- Review budget & G5/GAPS report to ensure accurate & consistent information.



## DO NOT

- Do not assume the reader has access to previously submitted reports.
- Do not assume the reader has access to the final evaluation report.
- Do not cut and paste text from previous reports.
- Do not include charts with outcomes or other data without also providing data analysis.
- Do not send your report via U.S. mail.
- Do not forget to have your report signed by the authorized representative.

# Report Submission

Send a complete report with attachments & an original signed 524B cover sheet to both:

**Safe Schools/Healthy Students  
Office of Safe & Drug Free Schools  
U.S. Department of Education  
Potomac Center Plaza  
550 12<sup>th</sup> Street, SW, Room 10065  
Washington, DC 20202-6450**

**AND**

**Your Federal Project Officer**

*Sent reports via a commercial carrier such as United Parcel Service or Federal Express.*

# *Report Review*

Your FPO will review & provide a response within 60 days.

## ■ Report Response

- Final report is acceptable and the grant is closed in compliance, or
- Additional information is needed before the grant can be closed, or
- Report is unacceptable as written.

## ■ Additional Information or Revised Reports

- MUST be received within 30 days of request

## Grants Closed in Noncompliance

- No Final Report Received
- Final Report Incomplete or Unacceptable
  - This includes failure to substantiate achievement of goals and objectives with no reasonable explanation

## REMEMBER

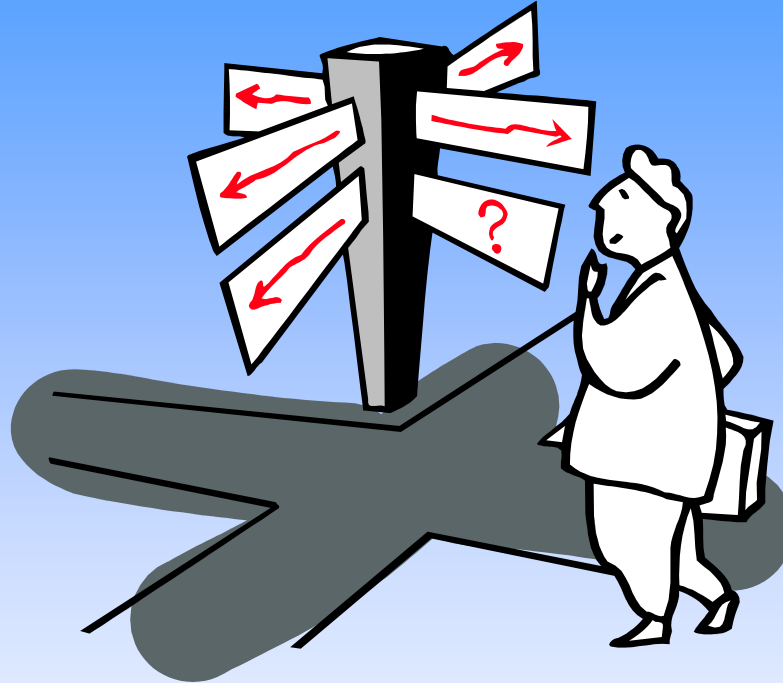
CLOSING IN NONCOMPLIANCE CAN JEOPARDIZE  
YOUR DISTRICT'S CHANCES FOR FUTURE FUNDING  
FROM THE SS/HS FEDERAL PARTNERS.

# Close Out

## REMEMBER

- Submitting your final report is the first step in closing the grant in compliance
- Submitting the final report does not end the grantee's responsibility to respond to follow-up questions or requests.
- The grant is officially closed in compliance when the authorized representative receives a letter from the FPO.
- Retain all records for three (3) years. (EDGAR §80.42)

# *Still have questions?*



**Call your Federal Project Officer**



# Questions?

Press \*#  
to  
“raise your hand” or

