

Post Award Overview

FY 2009

SS/HS Grantees

July 23, 2009

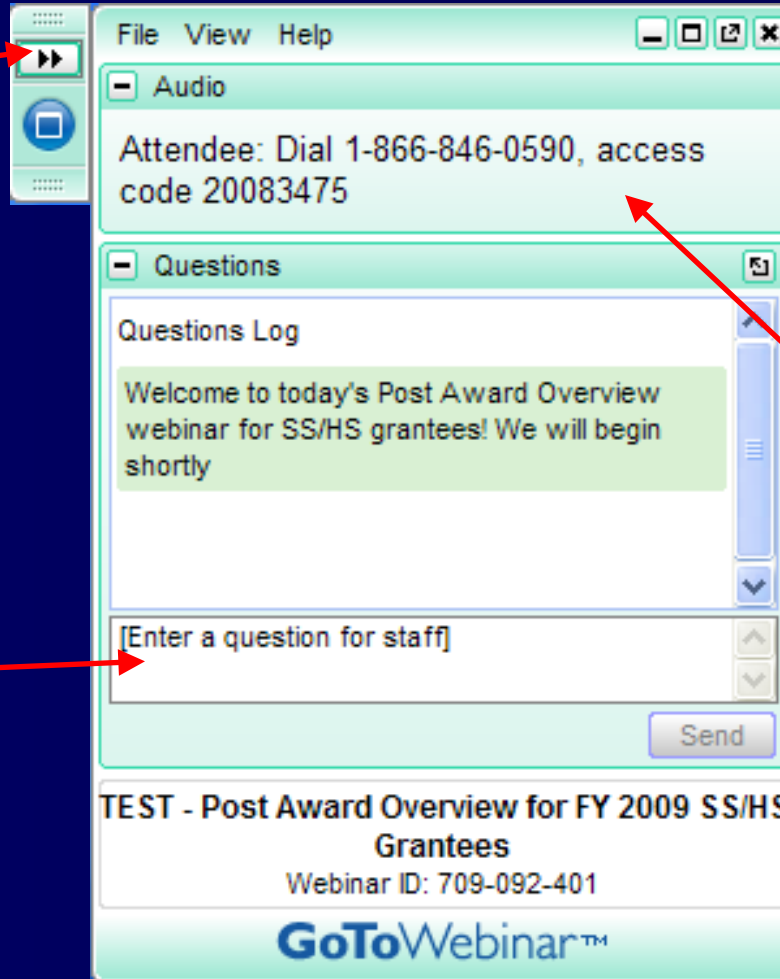
Michelle Bechard & Eve Birge

Topics

- Overview and Background
- Administrative Information
- Award and Performance Reporting Periods
- Roles and Responsibilities
- Safe Schools/Healthy Students Supports
- Next Steps

The GoToWebinar Control Panel

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**Press *1
at any time
to ask a question.**

Safe Schools/Healthy Students FY09 New Awards



8/20/2009

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

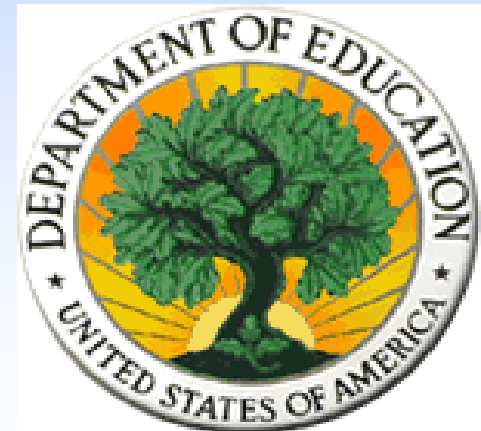
Welcome and Congratulations!

- 422 Unduplicated Applications
- 29 Grant Awards
- 19 States
- Average School District Student Population:
9,205



Background Information

- FY 1999 – 54 Grant Awards
- Total of 365 Awards Representing 49 States
- Total Funding of \$1.7 Billion
- Unique Federal Partnership



Federal Management Structure

- Interagency Policy Team (IPT)
 - Provides direction and makes policy decisions for Safe Schools/Healthy Students
- Interagency Supervisory Team (IST)
 - Provides oversight and direction for both monitoring and support components
- Federal Project Officers (FPO)
 - Monitors grantee progress, provides technical assistance, resolves problems, ensures compliance with program and Federal rules and regulations

Project Components

- Absolute Priority - 5 Core Elements
- Project Period and Funding
- Memorandum of Agreement
- Logic Model
- Government Performance Results Act - GPRA

Absolute Priority

- **Element One** – Safe School Environment and Violence Prevention Activities
- **Element Two** – Alcohol, Tobacco, and Other Drug Prevention Activities
- **Element Three** – Student Behavioral, Social, and Emotional Supports
- **Element Four** – Mental Health Services
- **Element Five** – Early Childhood Social and Emotional Learning Programs

Project Period and Funding

- Four Years / 48 Months
- No-Cost Extension
- \$750 Thousand; \$1.5 Million; \$2.25 Million

Memorandum of Agreement

- Preliminary MOA
- Final MOA
 - Provides revisions to preliminary MOA
 - Includes final logic model
 - Includes description of mental health referral, treatment and follow up procedures
 - Submitted to Federal Project Officer within 6 months following date of award

Logic Model

The logic model provides a snapshot view, by element, of key information presented in the narrative and part of the comprehensive plan

Element One: Safe School Environment and Violence Prevention Activities						
Needs and Gaps	Goals	Objectives	Activities, Curricula, Programs, and Services	Partners' Roles	Outcomes	How Outcomes Will Be Measured

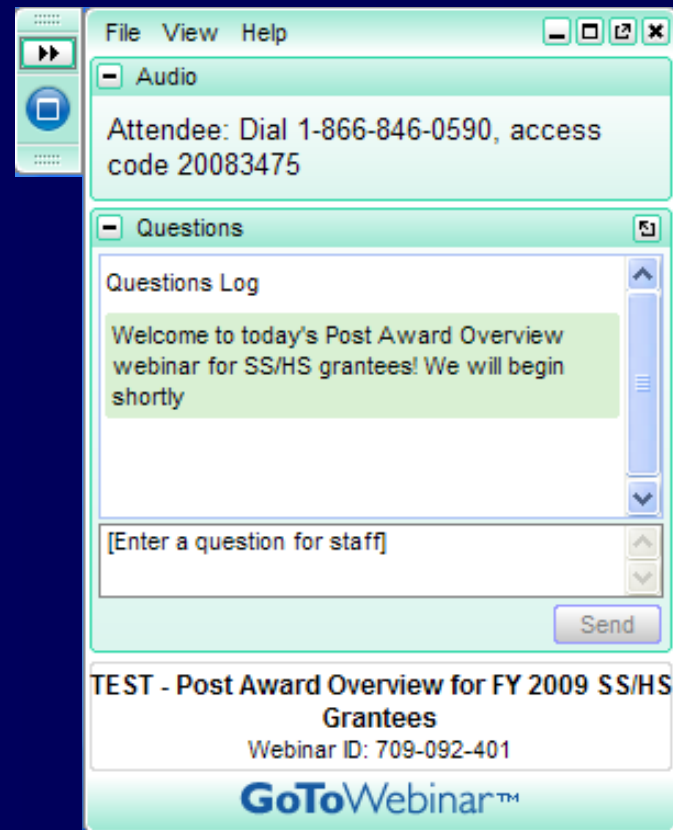
Government Performance and Results Act (GPRA)

- Six GPRA performance measures
- GPRA data will be reported in performance reports - TBD
- Year 1 (July 1, 2009 – June 30, 2010)
 - Baseline data prior to project implementation
 - Year 1 actual performance data (post implementation)

QUESTIONS?

Questions?

Press *1
to
“raise your
hand” or



Administrative Information

Federal Webinar Series for
Safe Schools/Healthy Students Grantees



GRANT AWARD NOTIFICATION

<p>1 RECIPIENT NAME: Walnut Street 0 - 1398</p>	<p>5 AWARD INFORMATION PR/AWARD NUMBER Q184L080043 ACTION NUMBER 01 ACTION TYPE New AWARD TYPE Discretionary</p>																														
<p>2 PROJECT TITLE 84.184L Safe Schools/Healthy Students</p>	<p>6 AWARD PERIODS BUDGET PERIOD 07/01/2008 - 06/30/2009 PERFORMANCE PERIOD 07/01/2008 - 06/30/2012 FUTURE BUDGET PERIODS <table border="1"> <thead> <tr> <th>BUDGET PERIOD</th> <th>DATE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>07/01/2009 - 06/30/2010</td> <td>\$1,493,711.00</td> </tr> <tr> <td>03</td> <td>07/01/2010 - 06/30/2011</td> <td>\$1,493,711.00</td> </tr> <tr> <td>04</td> <td>07/01/2011 - 06/30/2012</td> <td>\$1,493,711.00</td> </tr> </tbody> </table> </p>	BUDGET PERIOD	DATE	AMOUNT	02	07/01/2009 - 06/30/2010	\$1,493,711.00	03	07/01/2010 - 06/30/2011	\$1,493,711.00	04	07/01/2011 - 06/30/2012	\$1,493,711.00																		
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<p>3 PROJECT STAFF RECIPIENT PROJECT DIRECTOR EDUCATION PROGRAM CONTACT Michael Wells (202) 260 - 0802 EDUCATION PAYMENT CONTACT GAPS PAYEE HOTLINE (888) 336 - 8930</p>	<p>7 AUTHORIZED FUNDING <table border="1"> <tbody> <tr> <td>THIS ACTION</td> <td>\$1,493,711.00</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$1,493,711.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$1,493,711.00</td> </tr> </tbody> </table> </p>	THIS ACTION	\$1,493,711.00	BUDGET PERIOD	\$1,493,711.00	PERFORMANCE PERIOD	\$1,493,711.00																								
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- HHS
- ED

GAN: Attachment Z and Budget Transfer Memo

ATTACHMENT Z

Prior Approval Requirements

[✓] Making cumulative transfers among direct cost categories that exceed 10% of the approved budget funded by this award

GAN: Attachment Z and Budget Transfer Memo

- **Does Not Require Federal Project Officer Approval:**
 - Cost is within the “scope” of the application
 - Less than 10% transfer of funds within Element 1,2,3 and Element 4,5 budget
- **Requires Federal Project Officer Approval:**
 - New expenditures
 - Cost is greater than the 10% cumulative transfer

FPO and Grantee Communication and Correspondence

- Federal Project Officer
 - Directs all communication to the Project Director
- Project Director
 - Makes all requests from the grant program to the Federal Project Officer
 - Shares information with the Safe Schools/Healthy Students partners
- Contracted Project Director
 - A school district employee needs to serve as grant contact

QUESTIONS?

Other Administrative Issues

- Requests for Copies of Applications and FOIA (Freedom of Information Act)
 - <http://www.ed.gov/policy/gen/leg/foia/request.html>
- Contacts by Vendors and the General Public

Confidentiality and Participant Protection

1. Protecting clients (i.e., students) and staff from risks or potential risks;
2. Selecting participants fairly and describing to them any risks involved with participating in grant activities;
3. Assuring that there will be no coercion (i.e., that you allow participants to volunteer to participate or opt out);
4. Informing participants how data will be collected;
5. Addressing the safe guards that are in place to protect the privacy and confidentiality of data and records;
6. Identifying the procedures and providing the forms used to obtain informed consent, and
7. Addressing the relative risks as they relate to the expected benefits.

Human Subjects and IRB

- Human Subjects / Research – HS3
- Obtain Institutional Review Board (IRB) approval
- Submit evaluation plan with first performance report
- ED regulations
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>
- ED Contact Person
 - Jeffrey Rodamar. 202-245-6153
 - Jeffrey.rodamar@ed.gov

What Needs Prior Approval from your Federal Project Officer?

- **Hiring Key Staff**
- **Making Budget Changes**
- **AND ----**

Prior Approval (continued)

Changing Program Activities, Services, and Curricula

- Changes must be within the scope of the grant
- Changes must be supported by goals and objectives in the original application
- No approval for changes outside of scope

Performance Reporting

- Every six months
- Due date = 30 days after end of reporting period
- More information – New Grantee Meeting and Performance Reporting Webinar

Budget and Continuation Award Periods

- Continuation Award Based on Substantial Progress
- ED Expanded Authorities and Carryover
- No-Cost Extension

Use of Grant Funds for Contracts and Consultants

- EDGAR Section 80.36
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Requirements
 - All procurement competitions will provide for full and open competition
 - A written code of performance for employees must be in place
 - Sole source procurements – only when no other viable vendors exist

Grant Regulations and Program Guidance

- **Education Department General Administrative Regulations (EDGAR)**
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- **Grant Making at ED**
<http://www.ed.gov/fund/grant/about/grantmaking/index.html>
- **“What Should I Know About ED Grants?”**
<http://www.ed.gov/fund/grant/about/grantmaking/index.html>
- **OMB Circulars (OMB Circular A-87)**
<http://www.whitehouse.gov/omb/circulars>
- **Grant Policy Bulletins**
<http://www.ed.gov/policy/fund/guid/gposbul/gposbul.html>
- **Monitoring for Excessive Draw-downs**
<http://www.ed.gov/policy/fund/guid/gposbul/drawdown.html>
- **“So You Want to Know About Indirect Costs?”**
<http://www.ed.gov/about/offices/list/ocfo/fipao/abouticg.html>

QUESTIONS?

Roles, Requirements, and Responsibilities

Role of the Local Education Agency

- Ensures scope of work is implemented
- Exercises proper stewardship of Federal funds
- Ensures compliance with regulatory and programmatic requirements
- Demonstrates and measures progress towards achievement of project goals
- Reports all required information



Role of the Project Director

- Oversees implementation of all grant activities
- Provides day to day management of the grant
- Submits performance reports
- Ensures compliance with ED and other Federal grant regulations

The SS/HS Project Director must be a full time, 12 month position

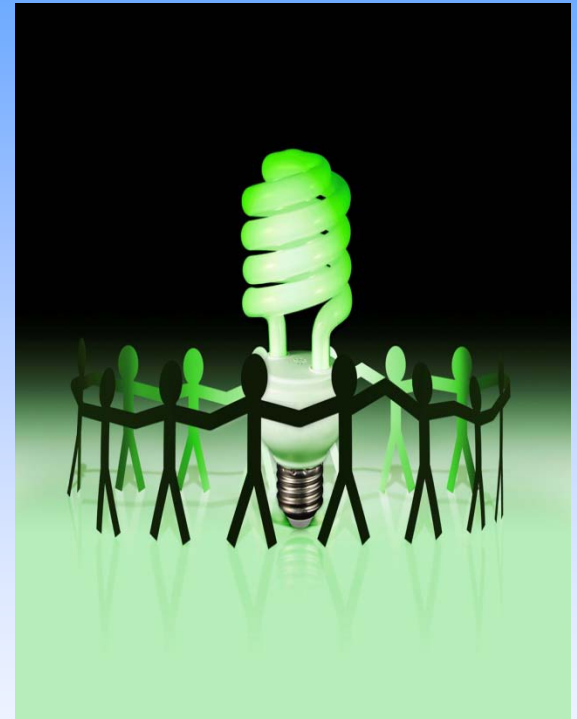
Role of the Core Management Team

- Link between Project Director and community partners
- Support for day to day management of the grant
- Senior level representatives
- Included in the MOA



Role of the SS/HS Partners

- Share data
- Submit financial and personnel data
- Actively participate in continuous review and planning
- Attend, participate in, and support training efforts, meetings, and Federal visits
- Build community support to sustain project activities after grant funding has ended



Role of the FPO

- Monitoring grant progress
- Approving key grant staff
- Providing technical assistance
- Resolving problems
- Reviewing and approving key administrative decisions
- Ensuring compliance
- Helping to build capacity

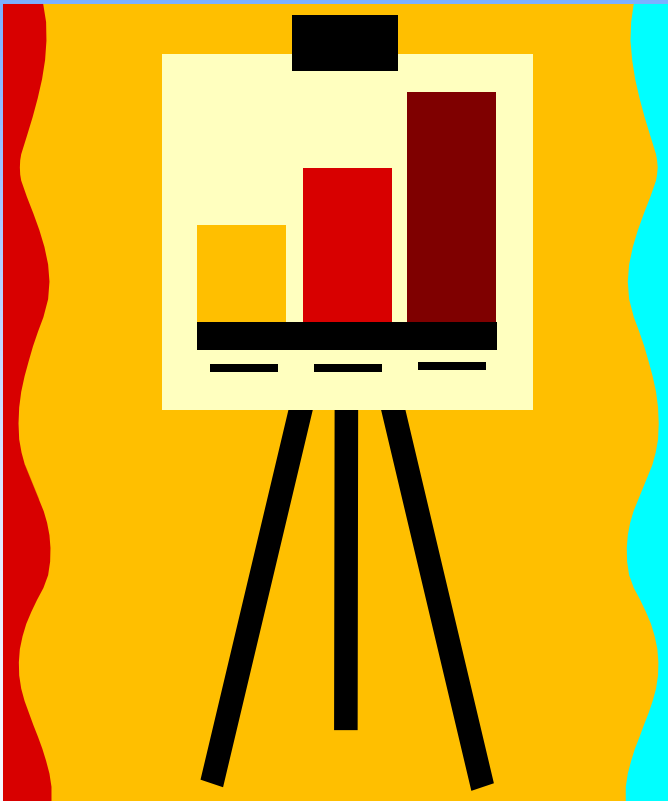
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SS/HS Supports

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National Evaluation



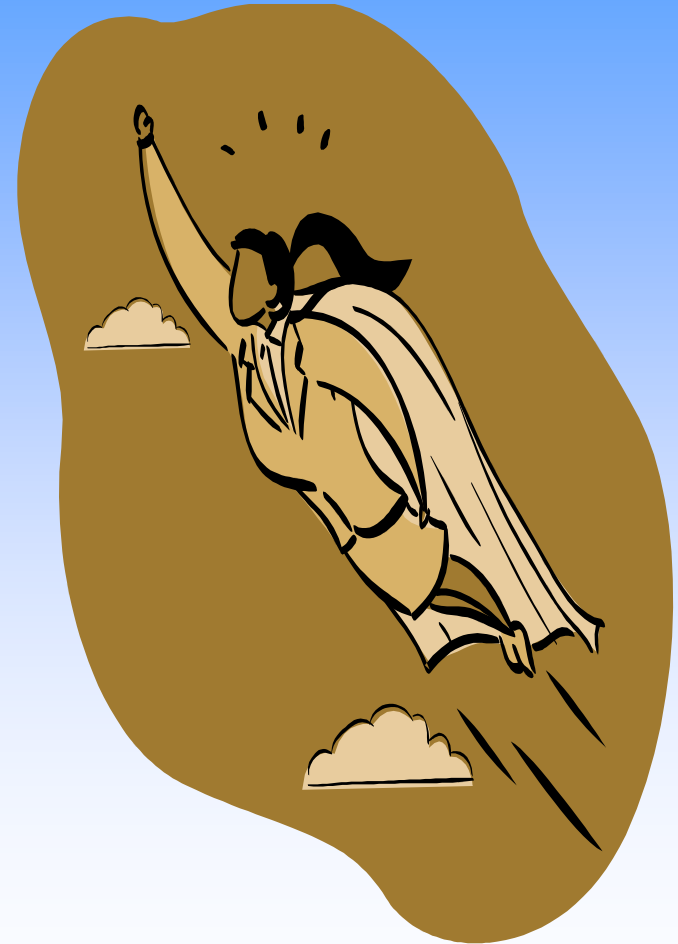
- National Evaluation Team (NET)
- Data Collection:
 - Project Level Survey
 - School Level Survey
 - School Climate Survey
 - Partnership Inventory
 - Project Director and Group Interviews
 - Site Visit(s)

Technical Assistance Services

National Center for Mental Health Promotion and Youth Violence Prevention

- Education Development Center and American Institutes for Research
- Technical Assistance Specialists
- Website

<http://www.promoteprevent.org>



Technical Assistance Services

Safe Schools Healthy Students Communication Team

- ICF (Rockville, MD) and the Gallup Organization (Washington, DC)
- Communications Specialist
- Website

<http://www.sshscom.org>

Upcoming SS/HS Events

New Grantee Conference

3 Participants from Each Site

November, 2009, Washington, DC

New Grantee Evaluation Meeting

Project Director + Local Evaluator

January or February, 2009, Washington, DC

Webinars

Logic Model Refinement: September 9th

Creating Evaluation Plans – October 21, 2009

**Federal Webinar Series for
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SS/HS Grantee Survival Guide for the First 6 Months



Click on the links below to see more information in a separate browser window.

Welcome

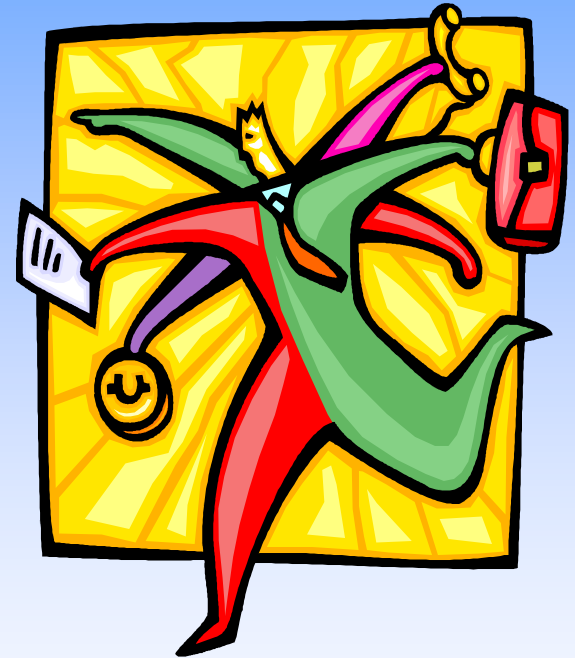
This welcome site is part of promoteprevent.org, the website of your programmatic technical assistance provider, the National Center for Mental Health Promotion and Youth Violence Prevention. This site frequently references the online Project Resource Guide, which was published by the National Center to help grantees review the progress of their grant and engage partners in both the leadership and management aspects of the Safe Schools/Healthy Students initiative.

We strongly encourage you to **use the link below this map to download the entire guide** to your desktop for easy reference.

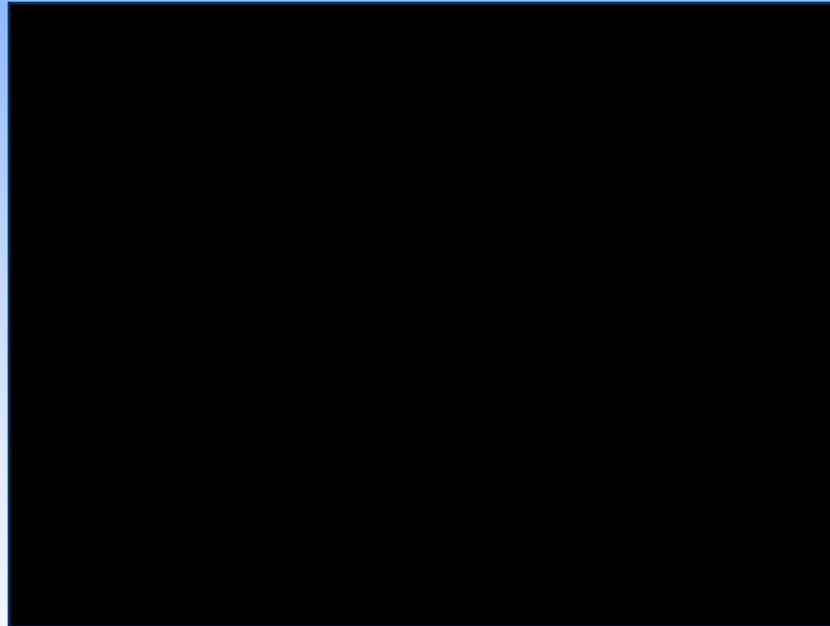
You will need the free Adobe Acrobat Reader to view this file, [available here](#).

Next Steps

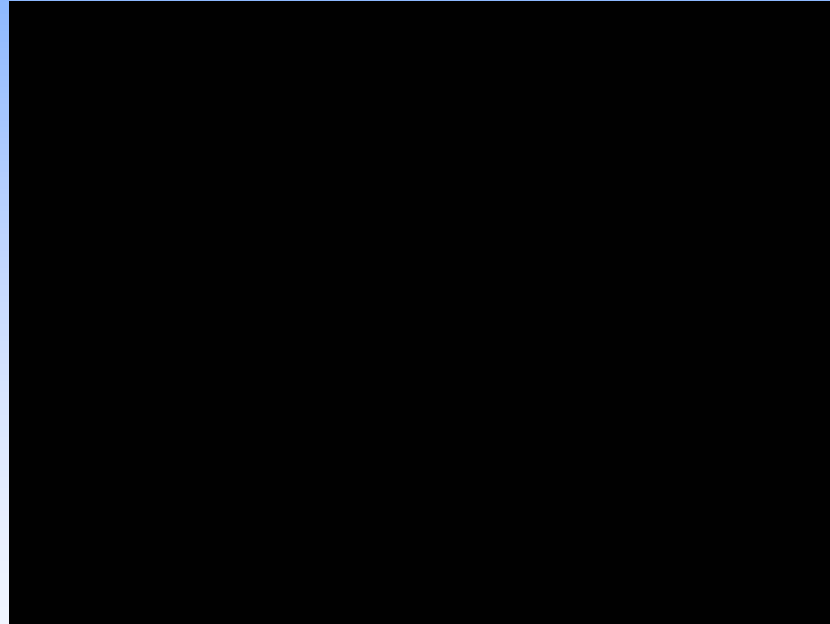
- Post award conference call
- Hire project director
- Year one budget revision
- Logic model and final MOA
- Local evaluation services
- New grantee conference



“The Road To Success”



“The Road To Success”



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