

TO: Safe Schools/Healthy Students Grantees

FROM: Safe Schools/Healthy Students Federal Team

RE: “DEAR COLLEAGUE MEMO”: FINAL PERFORMANCE REPORT

The purpose of this memo is to provide you with information on the Safe Schools/Healthy Students (SS/HS) Initiative final performance reporting requirements.

This “Dear Colleague” memo is designed to provide you with specific instructions for completing and submitting the final performance report for your Safe Schools/Healthy Students grant program. Please note that the revised ED 524B forms and instructions have been approved by the Office of Management and Budget and must be used to report the performance for all grant programs administered by the Department of Education. Electronic versions of these documents can be found on the U.S.

Department of Education web site:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>. In addition to the report forms, this memo includes two attachments. Attachment 1 provides a list of all Federal Project Officers and their contact information. Attachment 2 addresses “Frequently Asked Questions” about final performance reports and grant closeout.

As specified in the Grant Award Notification, SS/HS grantees are required to submit a final performance report within 90 days after the grant end date. To fulfill this requirement, grantees must complete and submit a final report using the *Grant Performance Report* (ED Form 524B).

The final performance report is cumulative and reports on all grant activities during the entire grant period, including all “no-cost” extension activities. The U.S. Department of Education and your Federal Project Officer (FPO) must receive the final report not later than close of business **ninety days after the end date of the no cost extension.** As an example, if your grant ended September 30th, the final performance report would be due within 90 days or not later than December 29th.

Two signed copies of the report are needed. The first signed copy of the *Grant Performance Report* and appendices must be mailed to:

Safe Schools/Healthy Students Initiative
Office of Safe and Drug-Free Schools
U.S. Department of Education
Potomac Center Plaza, 550 12th Street SW
Room 10061
Washington, DC 20202-6450

The second signed copy of the *Grant Performance Report* and appendices must be mailed to your assigned FPO. The mailing addresses and contact information for all the FPOs can be found in Attachment 1

Please take time to review these instructions and the revised ED 524B forms and contact your assigned FPO if you have any questions.

INSTRUCTIONS FOR COMPLETING THE FINAL GRANT PERFORMANCE REPORT (ED 524B)

The general instructions that all Department of Education grantees are required to follow when submitting performance reports are attached to this package and can also be found at the Department of Education website:

(<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>)

The following instructions provide additional guidance for you to use when preparing your final *Grant Performance Report*.

A complete Final Grant Performance Report must include the following:

- ED 524B Grant Performance Report Cover Sheet
- Executive Summary
- Section A: Performance Objectives Information and Related Performance Measures Data
- Section B: Budget Information + a Budget Spreadsheet
- Section C: Additional Information
- Attachments (refer to instructions for additional guidance)
 - Final Evaluation Report
 - Disposition of Property
 - Listing of all grant products developed
 - Listing of all grant partners

If you are accessing the performance report forms electronically, select Part 1 for the Cover Sheet and Executive Summary and Part 2 for Sections A, B, and C.

Part 1: ED Form 524B Grant Performance Report Cover Sheet

1. The PR/Number is the grant award number and can be found on the Grants Award Notification. It begins Q184L-XXXXXX.

2. The NCES ID# for the grantee can be found at <http://nces.ed.gov/ccd/search.asp>. When using this locator, it is best to include the city and state of the local education agency only, and then select the correct local educational agency. In cases where you are working with a consortium of grantees, you should select the NCES ID# of the lead school district.
3. Self-explanatory.
4. Self-explanatory.
5. Self-explanatory but be sure to include the complete and current school district mailing address.
6. Self-explanatory.
7. The reporting period for the final performance report is the entire grant period, including the no cost extension time period.
8. Budget Expenditures: This section of the form should be completed by your Business Office. Note that if you indicated in your original grant application that you were providing non-Federal funds (i.e., in-kind or cost-share contributions), you will need to separate expenditures into Federal grant funds expended and non-Federal funds expended for the grant for Sections 8a and 8b.
 - a. The amount noted should reflect the actual cumulative amount of grant funds expended through the date of the last performance report.
 - b. The amount noted should reflect the amount of grant funds expended during the current budget period.
 - c. The amount noted should be the actual budget expenditures for the entire project period. Please separate expenditures into Federal grant funds and non-Federal funds expended for the project during the entire grant period.

NOTE: You should compare the amount listed in Box 8C with a GAPS report that was issued after the grant closed. The total expended in Box 8C must equal the Authorization [on the last page of the GAPS report, the total amount at the bottom of the 3rd column to the right] minus the Available Balance [on the first page of the GAPS report, the total amount listed as the Available Balance). If these two numbers are not the same, your grant cannot be closed.

9. The indirect cost information requested in items 9a – 9d must be completed by your Business Office.

- a. Please check “yes” or “no” to indicate whether or not you are claiming indirect costs under this grant.
 - b. If you checked “yes” in item 9a, please indicate in 9b, whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal Government.
 - c. If you checked “yes” in item 9b, please indicated in item 9c the beginning and end dates covered by the Indirect Cost Agreement. In addition, please indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check “Other”, please specify the name of the Federal agency that issued the approved agreement.
 - d. For grants under Restricted Rate Programs (EDGAR, 34 CFR 75.563), please indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in EDGAR, 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.
10. Certification was required if Attachment HS1 was attached to the Grant Award Notifications. If so, attach a copy of the IRB certification to the ED 524B.
11. Since this is a final performance report, you must check “yes” in item 11a. Complete data on performance measures for the entire grant period must be submitted with the final performance report in Section A of the Project Status chart. Leave item 11b blank.
12. The Grant Performance Report Cover Sheet must be signed by the authorized representative. The authorized representative is the official within an organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the organization as may be required by the Department of Education, including certification that commitments made in grant proposals have been honored and that the applicant continues to comply with the Department’s regulations, guidelines, and policies. The authorized representative for most local educational agencies is the Superintendent.

Part 1: ED Form 524B Executive Summary

The *Executive Summary* for the final *Grant Performance Report* should address the entire project period, be no more than 5 pages, and concisely summarize the following

* Grant activities, curricula, programs, and services and strategies for each Element.

* A listing of the project goals and objectives by each Element, noting for each if the goals/objectives were fully achieved, partially achieved, or not achieved.

* Accomplishments and successes

PART 2: ED Form 524B Grant Performance Report Project Status Chart

SECTION A – Performance Objectives Information and Related Performance

Measures Data: Grantees should work with their local evaluator to complete the Section A charts with available data for the entire grant period. Complete data on performance measures for the entire grant period must be submitted with the final performance report.

The following instructions expand upon and reference the Instructions for Grant Performance Report (ED 524B) available for download at the U.S. Department of Education’s website:

- Data for at least one performance measure for each of the six Elements, as well as the performance measure for the SS/HS partnership, must be included in Section A of all annual reports. The Element performance measures should be identified as “**PROJECT**” in the measure type box on the Project Status Chart in Section A.
- SS/HS grantees are also required to report data in Section A addressing the four **GPRA** indicators. The **GPRA** measures corresponding to the indicators should be identified as “**GPRA**” in the measure type box on the Project Status Chart in Section A.
- In some cases the Element **PROJECT** measure may also be the **GPRA** measure; in this case, the Element performance measure should be identified as “**PROJECT/GPRA**” in the measure type box on the Project Status Chart in Section A.

NOTE: The performance and GPRA measures that you report data for in the final performance report should be the same performance and GPRA measures that you have reported on in all prior performance reports.

All other performance measure data not presented in Section A should be presented in Section C. There is no maximum number of measures to be included in Section A, unless otherwise specified by your FPO. Measures not included in Section A must be included in Section C.

As with all past performance reports, you should refer to the ED 524B instructions referenced above on how to report quantitative data and the explanation of progress.

SECTION B – Budget Information: You will need to report the following narrative information in Section B:

- For budget expenditures made with Federal grant funds, an explanation if there is a discrepancy between the Federal grant funds reported as spent in items 8a-c of the ED 524B Cover Sheet and Federal funds drawn down using the Grant Administration and Payment System (GAPS).
- An explanation if you did not expend all awarded grant funds;
- A description of any significant changes to the budget during the entire grant period that resulted from modification of project activities;
- A description of any changes to the budget that affected your ability to achieve your approved project activities and/or project objectives;
- If the original application indicated that non-Federal funds (e.g., in-kind) would be used to support the project, a report on the level of non-Federal (e.g., in-kind) funds expended and any changes.

NOTE: In addition to the above information, your FPO will need to review the budgeted and expended amounts for each Element (1-6) budget by each of the cost categories (e.g., personnel, fringe, travel, etc.). This may be reported in a chart or spreadsheet format that should be included with the report as an attachment. An example of a SS/HS budget form that can be used is attached to these instructions and this chart or spreadsheet must be included with the final report. As with all past performance reports, the budgeted and expended amounts must be cumulative, i.e., since the initial award date of the grant.

SECTION C – Additional Information:

For Section C, you may choose to use the same format as you have previously used in the “Project Status Section” of previous performance reports. **Section C may not exceed 30 double spaced, sequentially number pages using a 12-point font.**

The following information must be addressed and included in Section C:

- Clear, specific, measurable, and verifiable progress towards meeting the project’s goals and objectives by each of the six Elements of the grant. Adequate justification must be provided if goals and objectives were not attained, if scheduled activities were not implemented, or if there was less than substantial progress for any activity;

- 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 as when the change occurred.
- Specific examples of actual accomplishments and outcomes for each project objective. Accomplishments and outcomes should be quantified whenever possible.
- Description of the management and advisory structure used to implement and monitor grant activity.
- Utilizing your evaluation results, draw conclusions about the success of the project and its impact. Describe any unanticipated outcomes or benefits from your project and any barriers that you may have encountered. **A separate copy of the final evaluation report must be submitted as an attachment to the final performance report.**
- Evidence of the integration of grant-funded activities between Elements and the required partners;
- Information demonstrating how activities funded under SS/HS were linked to interventions and strategies 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 Elements;
- Evidence of continued and increased collaboration between agencies included in your SS/HS application's memorandums of agreement.
- A list of the current partners on the grant. Please 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 objective and/or project activities;
- Demographic information on the population(s) served by SS/HS. FPOs will review this information in conjunction with the grant application to determine if populations identified in the application were served and to determine if gender, racial, and ethnic minority populations were adequately represented;
- A description of the sustainability plan for each grant activity and strategy by element.
- A summary of TA Center Technical Assistance and Communications Team

technical assistance services requested and utilized during the grant period.

- Any other appropriate information about the grant, including any outcomes or benefits from the project.

ATTACHMENTS:

- The final and complete evaluation report
- A listing of all equipment purchased with grant funds and a description that identifies how that equipment was disposed. (Note: Equipment is defined as tangible, non-expendable items having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with the grantee's policy, the grantee may establish lower limits for this definition).
- A listing of all grant products developed using grant funds (e.g., interim and final evaluation reports, training manuals, video tapes, brochures, etc.).
- A listing of all grant staff and partners for the entire grant period
- Any other relevant information

Attachment 1: Safe Schools/Healthy Students Federal Project Officers

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FREQUENTLY ASKED QUESTIONS ABOUT FINAL PERFORMANCE REPORTS & GRANT CLOSEOUT

Should I include previously reported information in the final performance report?

The final performance report for your Safe Schools/Healthy Students Initiative grant should cover cumulative progress and performance for the entire grant period, including the no-cost extension period. The final report should be a “stand-alone” document that does not reference information included in previous reports.

My no-cost extension expires on September 30 and I know the final performance report must be submitted within 90 days after that date. During this 90-day closeout period, can I use grant funds to pay the salary of the Project Director while (s)he is working on the report?

EDGAR (Education Department General Administrative Requirements) Sections 75.703 “Obligation of funds during the grant period” and 75.707 “When obligations are made” provides guidance on this issue. A grantee may use grant funds only for obligations it makes during the grant period. However, when an obligation of funds can occur depends on the type of expenditure. If the Project Director is an employee of the grantee (e.g., the school district), grant funds cannot be used during the 90 day period because the obligation of funds for “personal services by an employee of the grantee” are considered made only when the services are performed. Since the services associated with writing the report are occurring after September 30th, using grant funds to pay salary costs for this work would be considered a new obligation and thus are not allowable. Grant funds can be used during the 90 day closeout if the obligation of funds is for personnel services by a contractor who is not any employee of the grantee since the obligation is made on the date on which the grantee makes a binding written commitment to obtain the services. It is suggested that you work with your FPO to assure that your closeout activities (and use of grant funds to pay for these activities) are aligned with grant regulations. An electronic version of EDGAR can be found at: <http://www.ed.gov/offices/OCFO/grants/edgar.html>.

My FPO is tells me that during the 90-day closeout period my evaluator can continue to be paid for work (s)he does on the final evaluation report. Why can grant funds be used for the local evaluator but not for the project director?

As explained in the question above, grant funds can be used during the 90 day closeout if the obligation of funds is for personnel services by a contractor who is not any employee of the grantee since the obligation is made on the date on which the grantee makes a binding written commitment to obtain the services. If the local evaluator is hired under a contract, (s)he can continue to work under the contract to complete the Final Evaluation Report as long as the obligation for their services has been made prior to September 30th.

How much time does the school district have to draw down funds for expenses incurred prior to the grant end date?

Grantees have a 90-day liquidation period following the grant end date during which they can draw down funds for expenses incurred prior to the end date of the grant. At the end of the 90 day liquidation period, the GAPS account will be closed - grantees will not have access to any remaining grant funds. For this reason it is important that you work closely with your district's financial office to track the award balance in the GAPS system.

How do I dispose of equipment purchased with grant funds?

EDGAR Sections 74.30 – 74.37 and 80.32 address this question. Under most circumstances equipment purchased with grant funds can be retained by the grantee as long as needed and the equipment is being used for the purposes for which it was originally purchased. 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 for with SS/HS grant funds and also address how the disposition of any of this equipment was handled.

NOTE: Equipment is defined as any tangible, non-expendable item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with the grantee's policy, the grantee may establish lower limits for this definition.

Who should sign the final performance report ED Form 524-B Coversheet?

As with all performance reports, the coversheet for the final performance report must be signed by the authorized representative for the grantee, i.e., the local education agency to which the grant was originally awarded. The authorized representative is an official within the applicant's organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the applicant as may be required by a grant maker. The signature of the authorized representative certifies that commitments made on grant proposals will be honored and ensures that the applicant agrees to conform to the grant maker's regulations, guidelines, and policies. For most local education agencies, the Superintendent is the authorized representative.

Will I receive confirmation of my grant being closed out?

After you have submitted your final performance report, your Federal Project Officer will review it to determine if it is complete and addresses all report requirements. If so, you will receive written notification from the FPO that the grant has been closed in compliance. This written notification should be included and maintained in your grant files.

If the Federal Project Officer reviewing my report has questions or concerns about my final report, will I be provided an opportunity to respond to those questions and concerns?

If the Federal Project Officer reviewing your final performance report determines that the quality and/or content of the report is unacceptable, you will be contacted and provided an opportunity to revise the report and respond to the concerns of the FPO. If you fail to respond to the FPO

concerns, the grant will be closed in noncompliance with EDGAR 34 CFR 75.217(d)(3). Closing the grant in non-compliance jeopardizes the local education agency's chances for future funding from the Federal agencies that fund the Safe Schools/Healthy Students Initiative.

What happens if I do not complete the final report?

If a final report is not submitted, the grantee will be deemed non-compliant with the terms and conditions of the grant award. Closing the grant in non-compliance jeopardizes the local education agency's chances for future funding from the Federal agencies that fund Safe Schools/Healthy Students.

How long must the local education agency retain SS/HS grant documentation?

EDGAR Section 80.42 addresses this subject. Grantees are required to retain all grant related documents and materials for three years from the date of submission of your final report.