**MEMORANDUM**

**To:** **FY 2008 Safe Schools/Health Students (SS/HS) Grantees**

**From:** **Federal Team**

**Subject:** **"Dear Colleague Memo": Performance Report Instructions**

The purpose of this memo is to provide you with information on the Safe Schools/Healthy Students (SS/HS) Initiative performance reporting requirements. This "Dear Colleague Memo" and attachments are designed to provide you with specific instructions for completing and submitting the first annual performance report.

Please note that the 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 SS/HS grants. 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***. If you are accessing these forms electronically, select Part 1 for the Cover Sheet and Executive Summary and select Part 2 for the Sections A, B, and C.

As required in the SS/HS grant award notification and attachments, SS/HS grantees must report program progress and financial status two times every grant year. FY 2008 SS/HS grantees are asked to submit an Annual Performance Report (due at the end of February for each year of the grant) and a Government Performance Results Act (GRPA) & Budget Update (due at the end of July for each year of the grant).

To fulfill the performance reporting requirement you must complete and submit the following documents for the first performance report (due February 27, 2009):

1. Signed ED 524B Cover Sheet
2. Executive Summary
3. Section A: Available baseline for SS/HS GPRA measures
4. Section B
5. Section C
6. Final MOA and logic model
7. Evaluation plan
8. Current budget
9. Current timeline, and
10. Any other relevant information not reported elsewhere in the performance report, such as resumes for hired grant staff.

A **hard copy** of the complete report 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 10065*
*Washington DC 20202-6450*

**AND**

Your assigned Federal Project Officer **(**See Attachment 1)

A copy of the complete report must be ***electronically*** sent to SSHS@samhsa.hhs.gov. Submission of the report to the email address above will allow your Technical Assistance Specialist (TAS), your Communications Specialist (CS), and the National Evaluation Team (NET) to have access to the report.

Please take time to review the attached instructions and contact your assigned Federal Project Officer if you have any questions.

## GRANT PERFORMANCE REPORTING INSTRUCTIONS

The performance report forms can be accessed at: ***http://www.ed.gov/fund/grant/apply/appforms/appforms.html***. If you are accessing these forms electronically, select Part 1 for the Cover Sheet and Executive Summary and select Part 2 for Sections A, B, and C.

**Components of the Performance Report**:

The following table identifies the components of the first Annual Performance Report and the GPRA & Budget Update (which will be due at the end of July 2009).

| | **First Annual Performance Report** | **GPRA & Budget Update** |
|---|---|---|
| 524B Cover Sheet | yes | yes |
| Executive Summary | yes | (optional) |
| Section A: SS/HS Grantee GPRA Measures | Available baseline data | yes |
| Section B: Budget Information (including Budget & Expenditures Spreadsheet) | yes | yes |
| Section C: Additional Information | yes | no |
| Final MOA with Logic Model | yes | no |
| Evaluation Plan | yes | no |
| Appendices (including current budget, current timeline, and other information) | yes | no |

Please note: These instructions are focused on the completion and submission of the first Annual Performance Report only. A reminder, as well as instructions for completing and submitting the GPRA & Budget Update, will be sent at a later date.

**Guidance:**

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

1. The PR/Award Number is the grant award number and can be found on the Grants Award Notification. As an example, this number begins as Q184L-08XXXX.

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. Be sure to include the complete and current district mailing address on each coversheet submitted.

6. Self-explanatory.

7. Self-explanatory. The performance reporting period for the first Annual Performance Report is July 1, 2008 – January 31, 2009.

8. Budget Expenditures: This section of the form must be completed by your Business Office. If you indicated in your original grant application that you were providing non-Federal funds (i.e., in-kind or match/cost share) to the SS/HS Initiative you will need to separate expenditures, using the two columns, into Federal grant funds expended and non-Federal funds expended for the grant for Sections 8a and 8b.

    a. Because you are reporting on the first budget period of the grant, leave item 8A blank. In subsequent annual reports the amount should reflect the cumulative grant funds expended prior to the start of the current reporting period.
    b. Report here the actual amount of grant funds expended for the current reporting period. This amount should match the GAP draw downs made by the lead school district.
    c. Leave blank - this box is only completed for the final performance report.

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. If you do not have an approved rate, please provide an explanation in Section B of the report.

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. Not applicable. Safe Schools/Healthy Students is not a Restricted Rate Program - leave this item blank.

10. All FY 2008 SS/HS grantees’ first Grant Award Notification package included the HS3 Attachment. HS3 was attached because the Federal SS/HS team was not able to make a determination if all pre-award requirements related to human subjects had been completed.

    In the development of the final evaluation plan for your SS/HS grant, you and your local evaluator should have determined if your local evaluation activity is subjected to Institutional Review Board approval for human subjects regulations.

    If your local evaluator has determined that requirements related to human subjects regulations are <u>not</u> applicable to your local evaluation you should check “N/A”. You should also include in Section C of the performance report a brief discussion of the factors used to make this determination.

    If your local evaluator has determined that your local evaluation involves human subjects, review and approval by an Institutional Review Board (IRB) is required and must be submitted to ED prior to the use of grant funds to support the activity. Please check the appropriate box, provide an explanation of the selection in the update of evaluation activities included in Section C, and include documentation of IRB approval.

11. This section requires you to indicate whether complete data on GPRA measures have been included in Section A of the Project Status Chart

    a. If complete baseline data is available and included, check “yes”. If complete data is not available, please check “no”.
    b. If no, indicate in item 11b that the information will be available when the next GPRA & Budget Update (July 31, 2009) is submitted.

12. The grantee’s authorized representative must sign the Grant Performance Report Cover Sheet. The authorized representative is the official within the School District 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. The Project Director should not sign as the authorized representative.***

**Part 1: ED Form 524B *Executive Summary***

The *Executive Summary* for Annual Performance reports should concisely address the overall progress towards meeting the project's goals and objectives included in the approved grant application. This summary should not exceed two single spaced pages.

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

**SECTION A – Government Performance Results Act (GPRA) Measures Data:**
SS/HS grantees should work with their local evaluator to complete the Section A charts with GPRA data and information. FY 2008 SS/HS Grantees are required to collect data on the six GPRA performance measures and report that data annually.

NOTE: In Year 1 grantees are expected to provide baseline data (collected prior to implementing the project) and Year 1 actual performance data. In the first annual performance report, grantees should include available baseline data for the SS/HS GPRA performance measures in Section A. If complete baseline data was included in the original application, it does not need to be re-collected just reported.

The attached Section A forms (Microsoft Word document) have been pre-populated with the six GPRA performance measures, but you will need to add the following:

- specific survey , data collection, or source from which the data will be collected;
- the specific change expected;
- the specific student population data represents; and
- the time period in which the change is expected (each year or by the end of the project).

The six GPRA measures included in Section A should match the GPRA measures identified in your final logic model.

You must report data and an analysis of that data for all six GPRA measures annually. Because the timing of the annual report may not coincide with school district data collection, the GPRA performance data will be reported in the GPRA & Budget Update (due July 31, 2009). For the first Annual Performance Report you should include baseline data for the six GPRA measures only (no actual performance data is to be included). If baseline data is not available, this should be noted.

**Target and Actual Performance Data:**

1. Provide the target you established for meeting the GPRA measure in the Target box and provide baseline data (if available) in the Actual Performance Data box. Only quantitative (numeric) data should be entered in the Target and Actual Performance Data boxes.
2. The Target and Actual Performance Data boxes are each divided into three columns: Raw Number, Ratio, and Percentage.
3. For GPRA measures that are stated in terms of a single number (e.g., the number of students that will receive school-based mental health services), the target and actual performance data should be repeated as a single number under the Raw Number column. Leave the Ration and Percentage (%) columns blank.
4. For GPRA measures that are stated in terms of a percentage (e.g., percentage decrease in 30-day alcohol use), complete both the Ration column and the Percentage (%) column. Leave the Raw Number column blank.1, 2, 3, 4, and 6 are stated in terms of a percentage. Therefore you will need to complete both the Ratio Column and the Percentage column for the five measures that are stated as percent change.

~~4.~~5. In the Actual Ratio Column (i.e., 80/100), the numerator represents the numerical target or actual performance data (e.g., the number of students that attained something) and the denominator represents the universe (e.g., all students served). Please enter the corresponding percentage in the Percentage Column.

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~~1.~~**Explanation of Progress (Includes Qualitative Data and Data Collection Information):** For each GPRA measure, indicate what baseline data were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Clearly identify and explain any deviations from the approved evaluation plan, including changes in design or methodology.

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**SECTION B – Budget Information**: This section provides a narrative of your SS/HS project's financial status. In Section B, you will need to report the following narrative information:

- A list of (and explanation for) obligated or encumbered funds that have not been drawn down from GAPS to pay for approved and budgeted expense(s);
- An explanation if you did not expend funds at the expected rate during the reporting period;
- A description of any significant changes to your budget resulting from modification of project activities;

- A description of any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives;
- If applicable, a report on the level of non-Federal (e.g., in-kind) funds expended and any actual or anticipated changes.

***Please note that the amount reported as spent should match the GAPS system of reported draw downs.***

**NOTE**: In addition to the above information, you will need to submit a chart or spreadsheet that shows the cumulative budgeted and expended amounts for each of the two budgets by the cost categories (e.g., personnel, fringe, travel, supplies, etc.). A sample form is included with these instructions. This chart or spreadsheet should be included in Section B of the report.

The "budgeted" column for each of the [two] budgets should be the sum of the approved annual budget(s). The "expended" column for each of the [two] budgets should be the cumulative total of all expended funds. Budget information related to expenditures is always reported cumulatively, thus the time period for reporting financial information in the chart or spreadsheet will always be July 1, 2008 through the end date for that particular report.

Obligated or encumbered funds should not be considered as expended funds and therefore should not be included in this chart or spreadsheet.

**SECTION C – Additional Information: Section C should not exceed 25 double spaced, sequentially number pages using a 12-point font.** The following information must be addressed and included in Section C of the first Annual Performance Report:

- A discussion of the progress made toward initial implementation of the SS/HS Comprehensive Plan, including staff hirings, trainings provided, services provided, partnership meetings, and the process used for the revision of the MOA and Logic Model;

- Data and an analysis of that data for all SS/HS performance indicators, including the six GPRA measures, by each of the SS/HS elements. Clear, specific, and measurable progress towards meeting the project's goals and objectives are to be included. Adequate justification must be provided if objectives and measures have not been attained, if scheduled activities were not implemented, or if there has been less than substantial progress for any activity. It is helpful to follow the organization of the logic model when reporting on performance indicators, approved activities, and process measures;

- Specific examples of actual accomplishments and outcomes for each objective.

Accomplishments and outcomes should be quantified whenever possible;

- An overview of changes made to the MOA, including the logic model, and explanation of why the changes were necessary.

- Evidence of continued (and perhaps increased) collaboration between agencies included in the SS/HS application's signed agreements;

- A discussion of unanticipated outcomes, challenges and/or benefits from this project;

- Evidence of the integration of grant-funded activities between elements and partners; as well as relevant information demonstrating how SS/HS funded activities are linked to interventions and strategies not funded, but included as part of the overall comprehensive approach to violence prevention and healthy youth development;

- As appropriate, 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 are being served and to determine if gender, racial, and ethnic minority populations are adequately represented;

- An update of local evaluation activities, including but not limited to the status of local evaluation data collection and its use in program management. A discussion of the evaluator's determination of human subjects applicability should also be included;

- Grantee progress towards planning for sustainability at the end of Federal funding;

- A brief summary of National Center's technical assistance and Communications Team technical assistance services requested and utilized during the reporting period;

- As appropriate, information regarding any new staff hired for the SS/HS Initiative (i.e., their position or responsibility and their qualifications for the position). Resumes should be included as an Appendix.

**The following appendices should be included with future first Annual Performance Report:**

1. the final, signed MOA and logic model;
2. the evaluation plan;
3. the current budget;

4. the current timeline; and
5. any other relevant information not reported elsewhere in the performance report.

## ATTACHMENT 1: Safe Schools/Healthy Students Federal Project Officers


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