

**DATE:** August 4, 2005

**TO:** **FY 2003 Safe Schools/Healthy Students Initiative Grantees**

**FROM:** Safe Schools/Healthy Students Federal Team

**RE:** **ANNUAL PERFORMANCE REPORT (DUE AUGUST 31, 2005)**

The purpose of this memo is to provide you with information on the Safe Schools/Healthy Students (SS/HS) Initiative annual performance reporting requirements and the revised U.S. Department of Education ED 524B forms. This “Dear Colleague” memo and attachments are designed to provide you with specific instructions for completing and submitting these updated ED Forms for the Safe Schools/Healthy Students Initiative. 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>.

As required in the SS/HS grant award notification and attachments, SS/HS grantees must report program progress and financial status relative to each of the six Elements of the comprehensive SS/HS Initiative plan. To fulfill this requirement, FY 2003 grantees must complete and submit an annual report using the *Grant Performance Report* (ED Form 524B). Since this is an annual report, the report will cover the period of **August 1, 2004 through July 31, 2005**. The U.S. Department of Education and your Federal Project Officer (FPO) must receive this Performance Report not later than close of business **August 31, 2005**.

This is the first time you have been required to report performance objectives information and related performance measures data. Accordingly, a teleconference call will be held Thursday August 11, 2005 at 3:00 pm EDT to address any questions you may have regarding completion of this performance report. The call in number is **866-818-1223** and the pass code is **751530**.

The SS/HS performance report is only for Safe Schools/Healthy Students activities. If you have received funding for School Resources Officers you are required to complete programmatic and financial progress reports developed by the COPS office. If you have any questions regarding COPS reporting requirements please contact Scott McNichol at 202.616.9266.

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  
400 Maryland Avenue, SW,  
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 are as follows:

Michelle Bechard, Public Health Advisor  
Center for Mental Health Services/SAMHSA  
U.S. Department of Health & Human Services  
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Rockville, MD 20857  
Telephone: 240-276-1872  
Email: [michelle.bechard@samhsa.hhs.gov](mailto:michelle.bechard@samhsa.hhs.gov)

Karen Dorsey, Program Analyst  
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U.S. Department of Education  
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Patrick Dunckhorst, Program Manager  
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Email: [Patrick.dunckhorst@usdoj.gov](mailto:Patrick.dunckhorst@usdoj.gov)

Michael Wells, Education Research Analyst  
Office of Safe & Drug Free Schools  
U.S. Department of Education  
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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 SS/HS ANNUAL GRANT PERFORMANCE REPORT (ED 524B)**

General instructions for 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 annual *Grant Performance Report*.

### **COMPONENTS**

The complete annual *Grant Performance Report* must include the following:

- Part 1: ED Form 524B *Grant Performance Report Cover Sheet* and *Executive Summary*;
- Part 2: ED Form 524B *Grant Performance Report Project Status Chart* - Sections A, B and C.

### **GUIDANCE**

#### **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-030---
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.
6. Self-explanatory.
7. The reporting period for this annual report is August 1, 2004 through July 31, 2005.
8. The Budget Expenditures 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 cost-share contributions) to the SS/HS Initiative, 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 cumulative amount of grant funds spent prior to this reporting period (i.e., August 1, 2003 through July 31, 2004).
  - b. The amount noted should reflect grant funds expended during the current budget period (i.e., August 1, 2004 through – July 31, 2005).
  - c. Because this is not a final performance report, you are not required to complete this section.
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. This requires that any nonexempt research activity involving human subjects be reviewed and approved by an Institutional Review Board (IRB) and submitted to the U.S. Department of Education prior to use of grant funds to support the activity. Please check the appropriate box and provide an explanation of the selection in the update of evaluation activities included in Part 2, Project Status Section C of the *Grant Performance Report*.
11. This section requires you to indicate whether complete data on performance measures for the **entire grant period** (August 1, 2003 thought July 31, 2005) are included in this report on Section A of the Project Status Chart. Please refer to the “Performance Measures Status” section of the grant performance report instructions for further information on how to complete this section.
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 Annual *Grant Performance Report* should concisely address the overall progress toward meeting the project's goals and objectives that were included in the approved grant application. This summary may not exceed two double-spaced pages.

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

#### **SECTION A – Performance Objectives Information and Related Performance Measures Data:**

FY 2003 grantees should work with their local evaluator to complete the Section A charts with available data for the entire grant period (August 1, 2003 through July 31, 2005). 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. Also, please be advised that Safe Schools/Healthy Students federal staff will hold a conference call on Thursday, August 11, 2005, at 3:00 pm EDT to address any grantee questions regarding completion of this section of the performance report.

- Project Objective/Performance Measure: Working with the grant's local evaluator, complete Section A with at least one project objective/performance measure for each of the six Elements.
- Measure Type: The measure type for FY 2003 grantees completing this form should be identified as **PROJECT**.
- Quantitative Data: Refer to the ED 524B instructions.
- Explanation of Progress: Refer to the ED 524B instructions.

#### **SECTION B – Budget Information:**

In narrative format, please report the following information in Section B:

- 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 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 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 actual or anticipated changes.

PLEASE NOTE that in addition to the above information, your FPO will need to review the budgeted and expended amounts for each Element (1-6) and line item (personnel, fringe, travel, etc.). This may be reported in a chart or spreadsheet format as used in previous SS/HS performance reports. If needed, your FPO can share an example of a SS/HS budget form. This chart or spreadsheet must be included with the grant performance report.

**SECTION C – Additional Information:**

Particular attention should be given to the information included within Section C. 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 25 double spaced, sequentially number pages using a 12-point font.**

As with previous performance reports, 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 have not been attained, if scheduled activities were not implemented, or if there has been less than substantial progress for any activity;
- Specific examples of actual accomplishments and outcomes for each project objective. Accomplishments and outcomes should be quantified whenever possible. Any unanticipated outcomes or benefits from this project should also be shared;
- Evidence of the integration of grant-funded activities between elements and partners;
- Relevant information demonstrating how activities funded under SS/HS are 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 is being coordinated with the work of the other Elements;

- Evidence of continued and increased collaboration between agencies included in your SS/HS application signed memorandums of agreement.
- A list of the current partners on your grant and indicate if any partners changed during the reporting period. If any of your partners changed during the reporting period, 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 are being served and to determine if gender, racial, and ethnic minority populations are adequately represented;
- Progress made towards achieving the Department of Education's SS/HS GPRA performance indicator "community wide collaboration by 2004: grantees receiving funds through the SS/HS interagency initiative will show progress in maintaining safe, orderly, and drug free learning environments". To meet the GPRA requirement, you should report your progress in maintaining a safe, orderly, and drug-free learning environment;
- An update of local evaluation activities, including but not limited to the status of local evaluation data collection and its use in program management;
- Grantee progress toward planning for sustainability at the end of Federal funding;
- A brief summary of TA Center 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;

Also attached to Section C as an appendix should be an updated project timeline and an updated project overview (i.e., a 1-2 page overview of the grant goals, objectives and activities organized by the six elements) and any other relevant information not reported elsewhere in the Performance Report.