

# Education Award Only Roster-based Calculator EAP Grant Closeout



Office of Grants Management

Washington, DC

## Calculating Education Award Only (EAP) Earned Grant Amounts for Closeout

**Overview:** The *Education Award Only Roster-based Calculator* (“the tool”) is used to identify the amount that an EAP grant recipient is permitted to draw down from the Payment Management System. This amount is the recipient’s “earned grant amount.” The tool can be used during the grant period to monitor the recipient’s maximum to-date earned grant amount, and it must be used after the grant period has expired to calculate the final earned grant amount.

A Grants Officer selects and re-saves the appropriately sized tool template, based on the number of members funded during the entire grant period. The Grants Officer extracts the member roster for the grant or sub-grant being tested, inserts the roster data into the tool, and enters the awarded slot and per-member dollar amounts. The tool identifies the earned grant amount as-of the date the member roster was extracted. The tool compares the earned grant amount to the current drawdown federal funds total to identify whether or not the amount drawn to-date is equal to the earned grant amount, or above/below the earned grant amount.<sup>1</sup>

**Usage:** The tool is designed to calculate the maximum permitted drawdowns for these grant types:

- Education Award Only fixed amount grants, commonly named “EAP” grants operated by national direct programs.
- State Commission formula and competitive portfolio EAP sub-grants.

The tool is offered in templates to assess EAP grants with 500 or fewer members; 1,000 or fewer members; 5,000 or fewer, and 20,000 or fewer. The tool accommodates the following member types existing as of the date of publication:

- Full-time (FT)
- Half-time (HT)
- Half-time 2-Year First Year (FY)
- Reduced Part-time (RH)
- Quarter-time (QT)
- Minimum-time (MT)

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<sup>1</sup> Prior to June 28, 2016, when a program achieved 90-percent or higher member enrollment, the Office of Grants Management EAP closeout policy permitted the earned grant amount to equal the full grant award, i.e., the grantee was deemed to have earned and be eligible to drawdown the full federal grant award amount. The tool and this guide have been modified to eliminate this practice.

## **Roster-based EAP Spreadsheet Closeout Tool Instructions**

The roster-based EAP spreadsheet closeout tool (“the tool”) provides a Grants Officer with an automatically calculated closeout analysis identifying the year-by-year maximum dollar amounts the grantee is permitted to drawdown, known as the earned grant amount. The earned grant amount is based on the number of members the program enrolled per year. Retention following enrollment, and the number of hours served by an individual member, by policy have no impact on the determination of the program’s earned grant amount. The tool automatically converts less-than-full-time members to FT MSYs for the closeout calculation.

### **To use the tool:**

#### **1. Identify the appropriate tool template file to use. (Figure 1)**

**Go to folder: S:\Grants\Closeout\Closeout Resources\EAP Closeout Tools\EAP Closeout Spreadsheets**

Templates exist for closing grants with program years 2000-2010; grants with program years 2003-2013; and grants with program years 2007-2017. For each program year template, there are 4 different files which differ only by how many members would have been enrolled over the 3-year life of the grant. Select the template to use based on the total member slots awarded for all years of the grant. The files are named appropriately to support up to 500 members; up to 1,000 members; up to 5,000 members; and up to 20,000 members.

Open the appropriate template. You should open the template supporting the smallest number of members. Templates supporting 5000 and 20000 members run more slowly – when using these larger templates observe the status bar at the bottom right of Excel to recognize file loading and spreadsheet calculation delays.

#### **2. Re-save the appropriate template with a new file name. Include the grant number in the file name and save the file where closeout records are to be retained as designate by Operations. This is now your EAP Closeout Spreadsheet for this grant’s closeout analysis.**

Take note that the template spreadsheet has three tabs: **(Figure 2/3)**

- Tab 1: Closeout Calculations & Amounts
- Tab 2: Analytical Tests
- Tab 3: Copy & Paste Roster Report Here

You will first paste member data into Tab 3. Then you will enter award figures into Tab 1. You will not enter any information into Tab 2, it exists to support calculations performed by the tool.

### **3. Go to Tab 3 to prepare for member roster data entry**

In your saved EAP Closeout Spreadsheet, click on Tab 3, “Copy and Paste Roster Report Here” so that you can view the unpopulated worksheet where you will be pasting in the Roster Report for this grant.

Click your cursor in Tab 3 cell A1, make sure that cell A1 is highlighted. **(Figure 2/3)**

### **4. From the TRUST, extract and separately save a Roster Report for this grant**

In the TRUST, for the grant being closed, extract a Roster Report in “Comma Separated Value” or “CSV” file format. Open/save the Roster Report CSV file as an Excel file independent of the EAP Closeout Spreadsheet file you previously saved, in the Operations designated folder. Using the Roster Report CSV file, click in the small block located between Column A and Row 1 of the worksheet – you should see the entire Roster Report of data highlight. Right click “Copy.”

### **5. Paste the Roster Report data into the EAP Closeout Spreadsheet Tab 3 at cell A1.**

Return to your EAP Closeout Spreadsheet which should still be at Tab 3 with cell A1 highlighted. Re-click in cell A1, then Right-click “Paste.” You should see Tab 3 populate with Roster Report data identical to the Roster Report CSV file you separately saved. Re-save the EAP Closeout Spreadsheet now that you have entered the Roster Report to ensure no work is lost.

In Tab 3, you should see one row of member data for each year of that member’s service, presented across 18 columns.

Do not be concerned that some cells fill with header data from the Roster Report. **(Figure 4)**

Verify that on a line-by-line basis, member records are formatted at columns A and M with:

- Grant Year under Column A (e.g., data such as 2005, 2006, 2007, etc.)
- Enrollment Type under Column M (e.g., codes such as HT, MT, QT, FT, etc.)

### **6. Verify that the EAP Closeout Spreadsheet tool has made automatic calculations for:**

- **Actual Enrollment Levels Per Year**
- **MSY Value of Actual Enrollment Levels Per Year**

Go to Tab 1, at the far left cells across the middle of the worksheet are shaded light blue. **(Figure 4)**

These cells should now reflect a count of the enrollment levels by year, by member type (FT, HT, etc.). These counts are produced from the Roster Table data you previously entered.

You should also see corresponding conversions of these member counts to MSY values; e.g.,

200 HT members will have been converted to an MSY value of 100. The mathematical factors used in these conversions are visible on the right side of Tab 1, highlighted in yellow. Also on the right side of Tab 1, at the top highlighted in yellow, you will observe counts of the members enrolled over the entire grant period by member type. These totals should match the totals on the left side of Tab 1 in the blue shaded areas. **(Figure 5)**

At this point, if there is any doubt that the Member Roster has correctly pasted into Tab 3, or whether or not the tool has correctly performed member enrollment calculations at Tab 1, contact your supervisor to review the information.

**7. Enter SLOT award data using the Notice of Grant Award for each year of the grant (Figure 6)**

Using the annual NGAs for the grant, identify the SLOTS awarded per year. At Tab 1, go to the orange highlighted cells near the top left of the worksheet. This area is labeled, “Grants Officer Enter SLOT Data Here from NGA Per Year. Under the appropriate year column, divided by member type, enter the corresponding number of slots awarded per year by type. This information cannot be identified by using the AmeriCorps tab in eGrants, the NGAs must be used.

As you enter each SLOT award by year, in the green shaded row below your entries you will observe a calculated Awarded MSY per Year Based on SLOTS figure increasing as you enter each SLOT number. This calculated total accounts for converting the SLOTS to MSY, and presents the maximum number of MSYs that the grant was approved for by year.

**8. Enter Award Amount per Year from NGA (Figure 7)**

Directly below the calculated Awarded MSY per Year Based on SLOTS, there is an orange row where you will enter the annual award amount from the NGA. This is the dollars awarded for that year, not the cumulative award.

As you enter this amount, in a green shaded row directly below your entries the tool will calculate the Calculated Award Per-MSY-Per-Year based on Award/MSY Awarded. This amount should be equal or less than the allowable maximum per MSY for that year shown for that year (light blue row). If the calculated amount differs from the allowable maximum for that year, consult with your supervisor to determine if there were any special conditions or waivers applied to the specific grant. There is no “red flag” formatting of the cell to warn you that the amount is in excess of the maximum, you must compare the calculated amount to the maximum for that year.

**9. Enter the total amount drawn by the grantee (Figure 8)**

In the orange row labeled, “Enter Amount Drawn in Total To-Date” enter the exact total amount that the grantee has drawn down for this grant. Obtain this figure from the HHS PMS information presented on the final FSR screen in eGrants.

**10. Review closeout analysis presented by the tool (Figure 9)**

At Tab 1, lower left, across from the row heading, “Results of Closeout Analysis” the tool will present the per year closeout amounts as:

- Total MSY Value by Year
- Percent of Awarded MSY by Year that the grantee enrolled. Enrollment less than 90% is flagged with red highlighting as a programmatic performance indicator.
- The maximum amount by year that the grantee was entitled to retain
- The earned grant amount for the entire grant project period
- The remaining amount that the grantee may draw down (green) or must return to the Corporation (red)

Figure 1: Template Folder

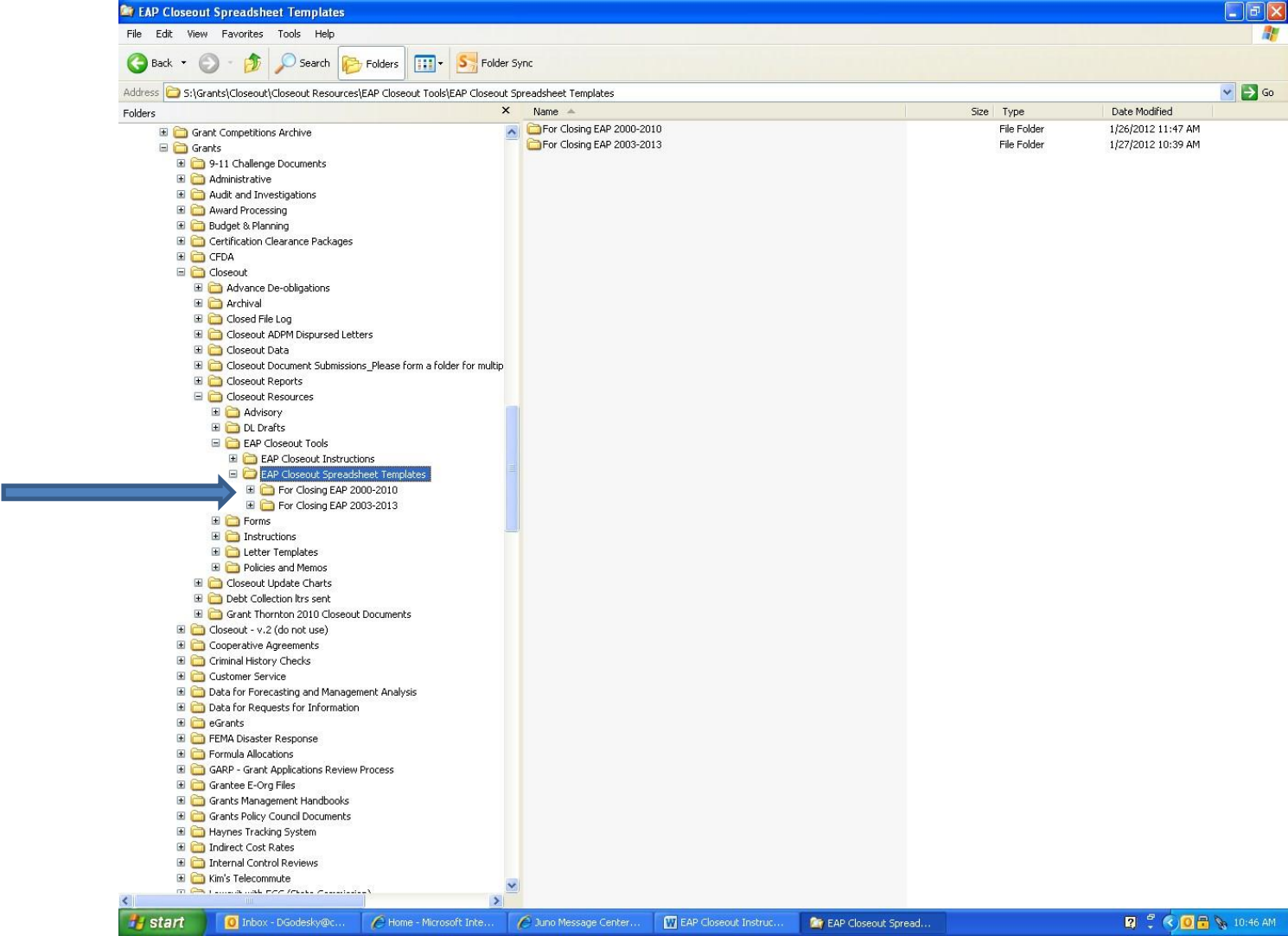


Figure 2/3: Tabs / Highlighted Cell A1

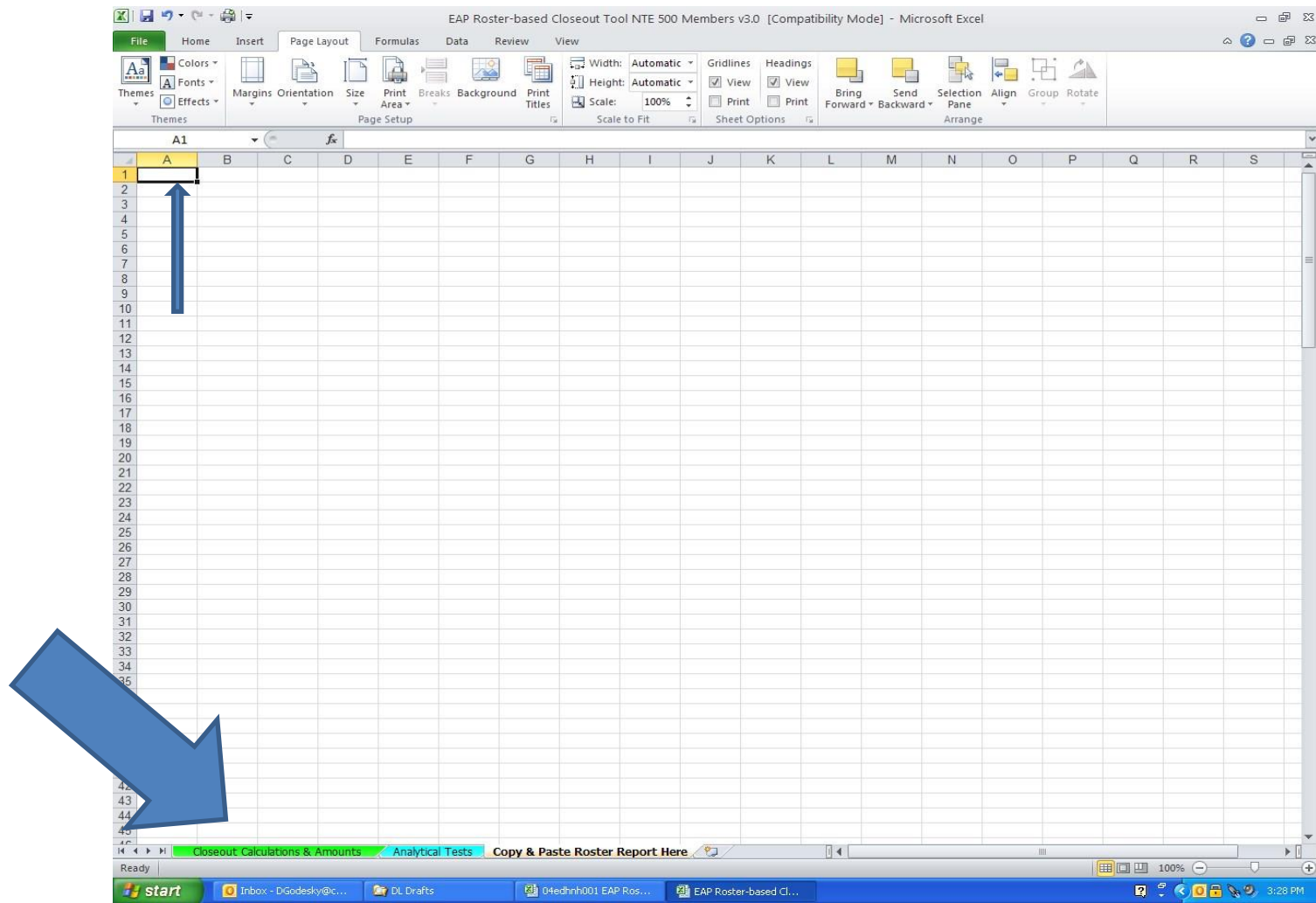


Figure 4: Tab 3 Populated with Roster Record



04edhnh001 EAP Roster-based Closeout Tool NTE 5000 Members v3.0 [Compatibility Mode] - Microsoft Excel

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Member Roster Report

Searched for:  
Program Code: 04EDHNH001  
Grant Year:  
Did not Earn an Award

GRANT	YE	PROGRA	PROGRA	ENROLLM	ENROLLM	MEMBER	MEMBER	MEMBER	NSPID	UNDER 17?	ENROLLM	MEMBER	START DA	EXPECTE	COMPLET	HOURS	EXPECTED H
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	ALEMAN	ELSIANNA	C		468303	N	HT	Ended Ser	5/8/2006	#####	8/18/2006	137	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	ALVARAD	MARISA	C		517726	N	HT	Ended Ser	3/5/2007	9/28/2007	8/1/2007	800	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	ANDERS	SCZACHARY			420630	N	MT	Ended Ser	5/15/2006	9/1/2006	7/26/2006	0	300
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	ANGEL	SUSAN	Y		471998	N	QT	Ended Ser	6/12/2006	8/31/2006	6/30/2006	0	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	ASHLEY	CHACE	N		503902	N	HT	Ended Ser	11/1/2006	5/1/2007	3/26/2007	0	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	AWOOD	KATHERIN	A		523321	N	HT	Ended Ser	5/30/2007	#####	8/3/2007	139	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BASSEN	LEON	F		468996	N	HT	Ended Ser	5/23/2006	#####	#####	241	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BEAULIE	LJEZRA	B		523323	N	HT	Ended Ser	5/30/2007	#####	8/28/2007	545	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BECHTOL	JOSHUA	S		475664	N	MT	Ended Ser	6/21/2006	8/15/2006	7/26/2006	0	300
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BIEGANE	CAMEROF	L		294803	N	FT	Ended Ser	5/25/2006	5/23/2007	11/1/2006	769	1700
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BIRON	JACOB			510855	N	HT	Ended Ser	1/8/2007	5/28/2007	3/15/2007	513	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BLEIL	JOANNA	R		509598	N	FT	Ended Ser	#####	#####	4/25/2007	632	1700
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BREHM	ASHLEY	JEAN		411490	N	FT	Ended Ser	9/5/2006	9/4/2007	1/30/2007	130	1700
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BROWN	ADAM	C		521435	N	QT	Ended Ser	5/14/2007	8/4/2007	8/4/2007	0	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BRUMFIE	KAYLA	L		523336	N	QT	Ended Ser	5/29/2007	8/24/2007	8/24/2007	425	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	BURGUS	AARON	J		522184	N	HT	Ended Ser	5/16/2007	9/30/2007	9/30/2007	596	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CALLAWA	CRAIG	H		469010	N	HT	Ended Ser	5/23/2006	#####	7/28/2006	241	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CARDIN	COLIN	Y		522189	N	QT	Ended Ser	5/21/2007	8/17/2007	6/22/2007	0	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CARLSON	KYLE	R		469011	N	QT	Ended Ser	5/24/2006	8/14/2006	5/31/2006	0	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CAVERT	TILLMAN			514362	N	QT	Ended Ser	1/29/2007	4/21/2007	4/2/2007	338	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CHILDERS	JEREMY	N		471021	N	QT	Ended Ser	6/19/2006	8/25/2006	7/20/2006	0	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CHILDERS	SAMANTH	N		469012	N	QT	Ended Ser	5/22/2006	8/10/2006	6/7/2006	51	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CHRISNE	SYLVIA	M		471024	N	QT	Ended Ser	6/1/2006	8/18/2006	8/16/2006	0	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CHURCH	ELIZABET	G		510856	N	MT	Ended Ser	1/7/2007	3/31/2007	3/30/2007	203	300
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	COCHRAN	MATTHEW	S		468317	N	MT	Ended Ser	5/18/2006	7/15/2006	7/15/2006	0	300
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	COLON	VANESSA	D		468318	N	QT	Ended Ser	5/15/2006	8/25/2006	6/30/2006	0	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	COLUSSI	MICHAEL	V		517281	N	FT	Ended Ser	3/5/2007	2/8/2008	4/13/2007	160	1700
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	COOPER	ANDREW	R		523346	N	HT	Ended Ser	5/29/2007	#####	8/28/2007	517	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CORD	ERIN	E		509177	N	FT	Ended Ser	#####	#####	3/16/2007	0	1700
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	COSTANZ	MEREDITA	A		479903	N	HT	Ended Ser	8/7/2006	2/2/2007	8/9/2006	0	900
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	COSTOLA	PETER	S		514364	N	MT	Ended Ser	1/29/2007	4/23/2007	4/23/2007	216	300
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CRISSMA	DANIEL	B		523347	N	QT	Ended Ser	5/27/2007	9/16/2007	8/16/2007	415	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CULLMAN	ADAM	C		471029	N	QT	Ended Ser	6/4/2006	8/26/2006	#####	160	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	CURRY	TARA	E		472011	N	QT	Ended Ser	5/30/2006	8/30/2006	8/30/2006	207	450
2006	04EDHNH	SCA Amer	4/1/2006	6/17/2007	DARREN	AARON	M		472008	N	QT	Ended Ser	5/25/2006	8/22/2006	8/22/2006	245	450

Closeout Calculations & Amounts Analytical Tests Copy & Paste Roster Report Here

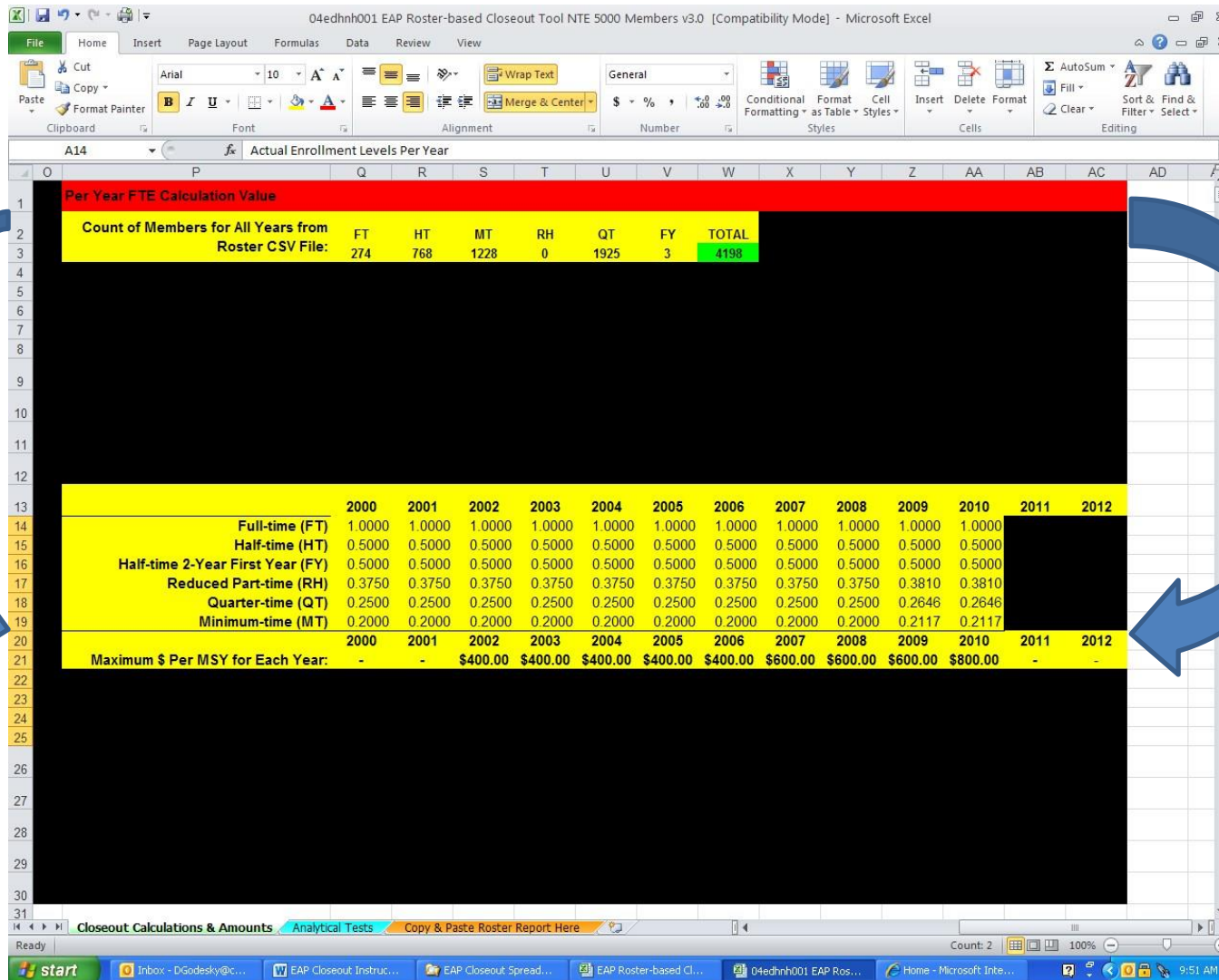
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Figure 4: Enrollment Calculations

EAP CLOSEOUT CALCULATION TOOL (Caution Analysis Maximum Set at 5,000 Members Over Entire Grant Period)															
Grant: 04EDHNN001		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	Totals		
Grants Officer Enter SLOT Data Here from NGA Per Year	Full-time (FT)												0.00		
	Half-time (HT)												0.00		
	Half-time 2-Year First Year (FY)												0.00		
	Reduced Part-time (RH)												0.00		
	Quarter-time (QT)												0.00		
	Minimum-time (MT)												0.00		
Calculated Awarded MSY Per Year Based on SLOTS Shown on NGA:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Grants Officer Enter Award Amount for Corresponding Year from NGA:															
Calculated Award Per MSY Per Year Based on Award / MSY Awarded:		-	-	-	-	-	-	-	-	-	-	-			
Ensure Calculated Per MSY Value Does Not Exceed Annual Dollars Per MSY Cap:		-	-	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$600.00	\$600.00	\$600.00	\$800.00	\$0		
Enter Amount Drawn in Total To-Date:													\$0.00		
Actual Enrollment Levels Per Year	Full-time (FT)	0.00	0.00	0.00	0.00	95.00	88.00	91.00	0.00	0.00	0.00	0.00	274.00		
	Half-time (HT)	0.00	0.00	0.00	0.00	203.00	282.00	283.00	0.00	0.00	0.00	0.00	768.00		
	Half-time 2-Year First Year (FY)	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00		
	Reduced Part-time (RH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Quarter-time (QT)	0.00	0.00	0.00	0.00	523.00	220.00	1182.00	0.00	0.00	0.00	0.00	1925.00		
Actual MSY Value of Enrollments Per Year	Full-time (FT)	0.00	0.00	0.00	0.00	95.00	88.00	91.00	0.00	0.00	0.00	0.00	274.00		
	Half-time (HT and FY)	0.00	0.00	0.00	0.00	101.50	141.00	141.50	0.00	0.00	0.00	0.00	384.00		
	Half-time 2-Year First Year (2YR)	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00	1.50		
	Reduced Part-time (RPT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Quarter-time (QT)	0.00	0.00	0.00	0.00	130.75	55.00	295.50	0.00	0.00	0.00	0.00	481.25		
	Minimum-time (MT)	0.00	0.00	0.00	0.00	33.80	155.20	56.60	0.00	0.00	0.00	0.00	245.60		
Results of Closeout Analysis:	TOTAL MSY VALUE BY YEAR:	0.00	0.00	0.00	0.00	361.05	439.20	586.10	0.00	0.00	0.00	0.00	1386.35		
	Percent of Awarded MSY by Year:	-	-	-	-	-	-	-	-	-	-	-			
	Maximum Drawdown & Final Award Amount by Year:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00		
	Maximum Amount Grantee May Draw for Entire Grant:												\$0.00		
	Amount Grantee May Draw or Must Return to Corporation:												\$0.00		

**Figure 5: Member Counts & Calculation Factors by Year**



**Figure 6: Enter Slot Award Data**



04edhnh001 EAP Roster-based Closeout Tool NTE 5000 Members v3.0 [Compatibility Mode] - Microsoft Excel

EAP CLOSEOUT CALCULATION TOOL (Caution Analysis Maximum Set at 5,000 Members Over Entire Grant Period)													Totals	Per Year FTE Calculation
Grant: 04EDHNNH001		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010		Count of Members for
Grants Officer Enter SLOT Data Here from NGA Per Year	Full-time (FT)					97.00	104.00	104.00					305.00	
	Half-time (HT)					203.00	329.00	327.00					859.00	
	Half-time 2-Year First Year (FY)					0.00	0.00	0.00					0.00	
	Reduced Part-time (RH)					0.00	0.00	0.00					0.00	
	Quarter-time (QT)					526.00	385.00	1040.00					1,951.00	
	Minimum-time (MT)					168.00	1016.00	200.00					1,384.00	
Calculated Awarded MSY Per Year Based on SLOTS Shown on NGA:		0.00	0.00	0.00	0.00	363.60	567.95	567.50	0.00	0.00	0.00	0.00	1,499.05	
Grants Officer Enter Award Amount for Corresponding Year from NGA:														
Calculated Award Per MSY Per Year Based on Award / MSY Awarded:		-	-	-	-	-	-	-	-	-	-	-	-	
Ensure Calculated Per MSY Value Does Not Exceed Annual Dollars Per MSY Cap:		-	-	\$400.00	\$400.00	\$400.00		\$400.00	\$600.00	\$600.00	\$600.00	\$800.00	\$0	
Enter Amount Drawn in Total To-Date:													\$0.00	
Actual Enrollment Levels Per Year	Full-time (FT)	0.00	0.00	0.00	0.00	95.00		91.00	0.00	0.00	0.00	0.00	274.00	Half-time 2-Year Reduced Quarter-time Minimum
	Half-time (HT)	0.00	0.00	0.00	0.00	203.00		283.00	0.00	0.00	0.00	0.00	768.00	
	Half-time 2-Year First Year (FY)	0.00	0.00	0.00	0.00	0.00		3.00	0.00	0.00	0.00	0.00	3.00	
	Reduced Part-time (RH)	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
	Quarter-time (QT)	0.00	0.00	0.00	0.00	523.00		1182.00	0.00	0.00	0.00	0.00	1925.00	
Actual Enrollment Value Per Year	Full-time (FT)	0.00	0.00	0.00	0.00	95.00		88.00	0.00	0.00	0.00	0.00	274.00	Maximum \$ Per MSY
	Half-time (HT and FY)	0.00	0.00	0.00	0.00	101.50		141.00	0.00	0.00	0.00	0.00	384.00	
	Half-time 2-Year First Year (2YR)	0.00	0.00	0.00	0.00	0.00		1.50	0.00	0.00	0.00	0.00	1.50	
	Reduced Part-time (RPT)	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
	Quarter-time (QT)	0.00	0.00	0.00	0.00	130.75		55.00	295.50	0.00	0.00	0.00	481.25	
Minimum-time (MT)	0.00	0.00	0.00	0.00	33.80		155.20	56.60	0.00	0.00	0.00	245.60		
Results of Closeout Analysis:	TOTAL MSY VALUE BY YEAR:	0.00	0.00	0.00	0.00	361.05	439.20	586.10	0.00	0.00	0.00	0.00	1386.35	
	Percent of Awarded MSY by Year:	-	-	-	-	-	-	-	-	-	-	-	-	
	Maximum Drawdown & Final Award Amount by Year:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	
	Maximum Amount Grantee May Draw for Entire Grant:	\$0.00											\$0.00	
Amount Grantee May Draw or Must Return to Corporation:	\$0.00											\$0.00		



Figure 7: Award Amount Per Year

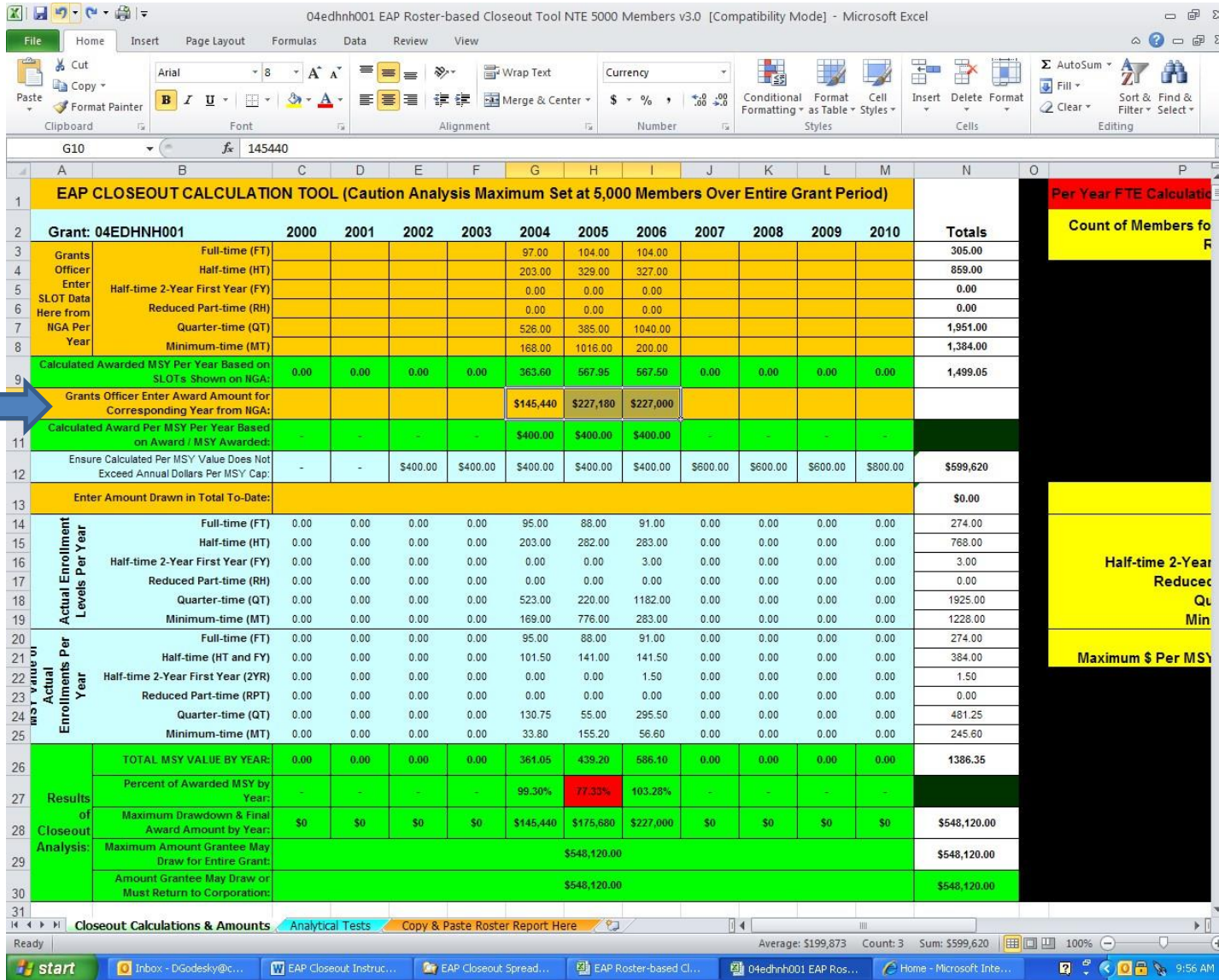


Figure 8: Drawdown Amount



04edhnh001 EAP Roster-based Closeout Tool NTE 5000 Members v3.0 [Compatibility Mode] - Microsoft Excel

EAP CLOSEOUT CALCULATION TOOL (Caution Analysis Maximum Set at 5,000 Members Over Entire Grant Period)

Grant: 04EDHNN001	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	Totals	
Full-time (FT)					97.00	104.00	104.00					305.00	
Half-time (HT)					203.00	329.00	327.00					859.00	
Half-time 2-Year First Year (FY)					0.00	0.00	0.00					0.00	
Reduced Part-time (RH)					0.00	0.00	0.00					0.00	
Quarter-time (QT)					526.00	385.00	1040.00					1,951.00	
Minimum-time (MT)					168.00	1016.00	200.00					1,384.00	
Calculated Awarded MSY Per Year Based on SLOTS Shown on NGA:	0.00	0.00	0.00	0.00	363.60	567.95	567.50	0.00	0.00	0.00	0.00	1,499.05	
Grants Officer Enter Award Amount for Corresponding Year from NGA:					\$145,440	\$227,180	\$227,000						
Calculated Award Per MSY Per Year Based on Award / MSY Awarded:					\$400.00	\$400.00	\$400.00						
Ensure Calculated Per MSY Value Does Not Exceed Annual Dollars Per MSY Cap:	-	-	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$600.00	\$600.00	\$600.00	\$800.00	\$599,620	
Enter Amount Drawn in Total To-Date:	\$548,200.00											\$548,200.00	
Actual Enrollment Levels Per Year	Full-time (FT)	0.00	0.00	0.00	0.00	95.00	88.00	91.00	0.00	0.00	0.00	274.00	
	Half-time (HT)	0.00	0.00	0.00	0.00	203.00	282.00	283.00	0.00	0.00	0.00	768.00	
	Half-time 2-Year First Year (FY)	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	3.00	
	Reduced Part-time (RH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Quarter-time (QT)	0.00	0.00	0.00	0.00	523.00	220.00	1182.00	0.00	0.00	0.00	1925.00	
	Minimum-time (MT)	0.00	0.00	0.00	0.00	169.00	776.00	283.00	0.00	0.00	0.00	1228.00	
Actual Enrollments Per Year	Full-time (FT)	0.00	0.00	0.00	0.00	95.00	88.00	91.00	0.00	0.00	0.00	274.00	
	Half-time (HT and FY)	0.00	0.00	0.00	0.00	101.50	141.00	141.50	0.00	0.00	0.00	384.00	
	Half-time 2-Year First Year (2YR)	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	1.50	
	Reduced Part-time (RPT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Quarter-time (QT)	0.00	0.00	0.00	0.00	130.75	55.00	295.50	0.00	0.00	0.00	481.25	
	Minimum-time (MT)	0.00	0.00	0.00	0.00	33.80	155.20	56.60	0.00	0.00	0.00	245.60	
Results of Closeout Analysis:	TOTAL MSY VALUE BY YEAR:	0.00	0.00	0.00	0.00	361.05	439.20	586.10	0.00	0.00	0.00	1386.35	
	Percent of Awarded MSY by Year:	-	-	-	-	99.30%	77.33%	103.28%	-	-	-	-	
	Maximum Drawdown & Final Award Amount by Year:	\$0	\$0	\$0	\$0	\$145,440	\$175,680	\$227,000	\$0	\$0	\$0	\$548,120.00	
	Maximum Amount Grantee May Draw for Entire Grant:	\$548,120.00											\$548,120.00
	Amount Grantee May Draw or Must Return to Corporation:	\$88.00											\$80.00

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Figure 9: Analysis Results

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EAP CLOSEOUT CALCULATION TOOL (Caution Analysis Maximum Set at 5,000 Members Over Entire Grant Period)														Per Year FTE Calculation	
Grant: 04EDHNNH001	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	Totals		Count of Members for	
Grants Officer Enter SLOTs Here from NGA Per Year	Full-time (FT)					97.00	104.00	104.00					305.00		
	Half-time (HT)					203.00	329.00	327.00					859.00		
	Half-time 2-Year First Year (FY)					0.00	0.00	0.00					0.00		
	Reduced Part-time (RH)					0.00	0.00	0.00					0.00		
	Quarter-time (QT)					526.00	385.00	1040.00					1,951.00		
	Minimum-time (MT)					168.00	1016.00	200.00					1,384.00		
Calculated Awarded MSY Per Year Based on SLOTs Shown on NGA:		0.00	0.00	0.00	0.00	363.60	567.95	567.50	0.00	0.00	0.00	0.00	1,499.05		
Grants Officer Enter Award Amount for Corresponding Year from NGA:						\$145,440	\$227,180	\$227,000							
Calculated Award Per MSY Per Year Based on Award / MSY Awarded:		-	-	-	-	\$400.00	\$400.00	\$400.00	-	-	-	-			
Ensure Calculated Per MSY Value Does Not Exceed Annual Dollars Per MSY Cap:		-	-	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$600.00	\$600.00	\$600.00	\$800.00	\$599,620		
Enter Amount Drawn in Total To-Date:		\$548,200.00											\$548,200.00		
Actual Enrollment Levels Per Year	Full-time (FT)	0.00	0.00	0.00	0.00	95.00	88.00	91.00	0.00	0.00	0.00	0.00	274.00		
	Half-time (HT)	0.00	0.00	0.00	0.00	203.00	282.00	283.00	0.00	0.00	0.00	0.00	768.00		
	Half-time 2-Year First Year (FY)	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00		
	Reduced Part-time (RH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Quarter-time (QT)	0.00	0.00	0.00	0.00	523.00	220.00	1182.00	0.00	0.00	0.00	0.00	1925.00		
Actual Enrollments Per Year	Minimum-time (MT)	0.00	0.00	0.00	0.00	169.00	776.00	283.00	0.00	0.00	0.00	0.00	1228.00		
	Full-time (FT)	0.00	0.00	0.00	0.00	95.00	88.00	91.00	0.00	0.00	0.00	0.00	274.00		
	Half-time (HT and FY)	0.00	0.00	0.00	0.00	101.50	141.00	141.50	0.00	0.00	0.00	0.00	384.00		
	Half-time 2-Year First Year (2YR)	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00	1.50		
	Reduced Part-time (RPT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Results of Closeout Analysis:	Quarter-time (QT)	0.00	0.00	0.00	0.00	130.75	55.00	295.50	0.00	0.00	0.00	0.00	481.25		
	Minimum-time (MT)	0.00	0.00	0.00	0.00	33.80	155.20	56.60	0.00	0.00	0.00	0.00	245.60		
	TOTAL MSY VALUE BY YEAR:	0.00	0.00	0.00	0.00	361.05	439.20	586.10	0.00	0.00	0.00	0.00	1386.35		
	Percent of Awarded MSY by Year:	-	-	-	-	99.30%	77.33%	103.28%	-	-	-	-			
	Maximum Drawdown & Final Award Amount by Year:	\$0	\$0	\$0	\$0	\$145,440	\$175,680	\$227,000	\$0	\$0	\$0	\$0	\$548,120.00		
Maximum Amount Grantee May Draw for Entire Grant:	\$548,120.00											\$548,120.00			
Amount Grantee May Draw or Must Return to Corporation:	\$80.00											\$80.00			

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