

# GRANTS ADMINISTRATION AND COMPLIANCE REPORTING



WAKE COUNTY  
PUBLIC SCHOOL SYSTEM

EVALUATION AND RESEARCH DEPARTMENT



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E&R Report No. 11.07

## GRANTS ADMINISTRATION ANNUAL SUMMARY REPORT: 2008-09

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### MISSION

The Grants Administration and Compliance Reporting Office (GA) in the Wake County Public School System (WCPSS) was established within the E&R department during the 1985-86 school year. The mission of the office is to support district goals and initiatives through grant funding.

### VISION

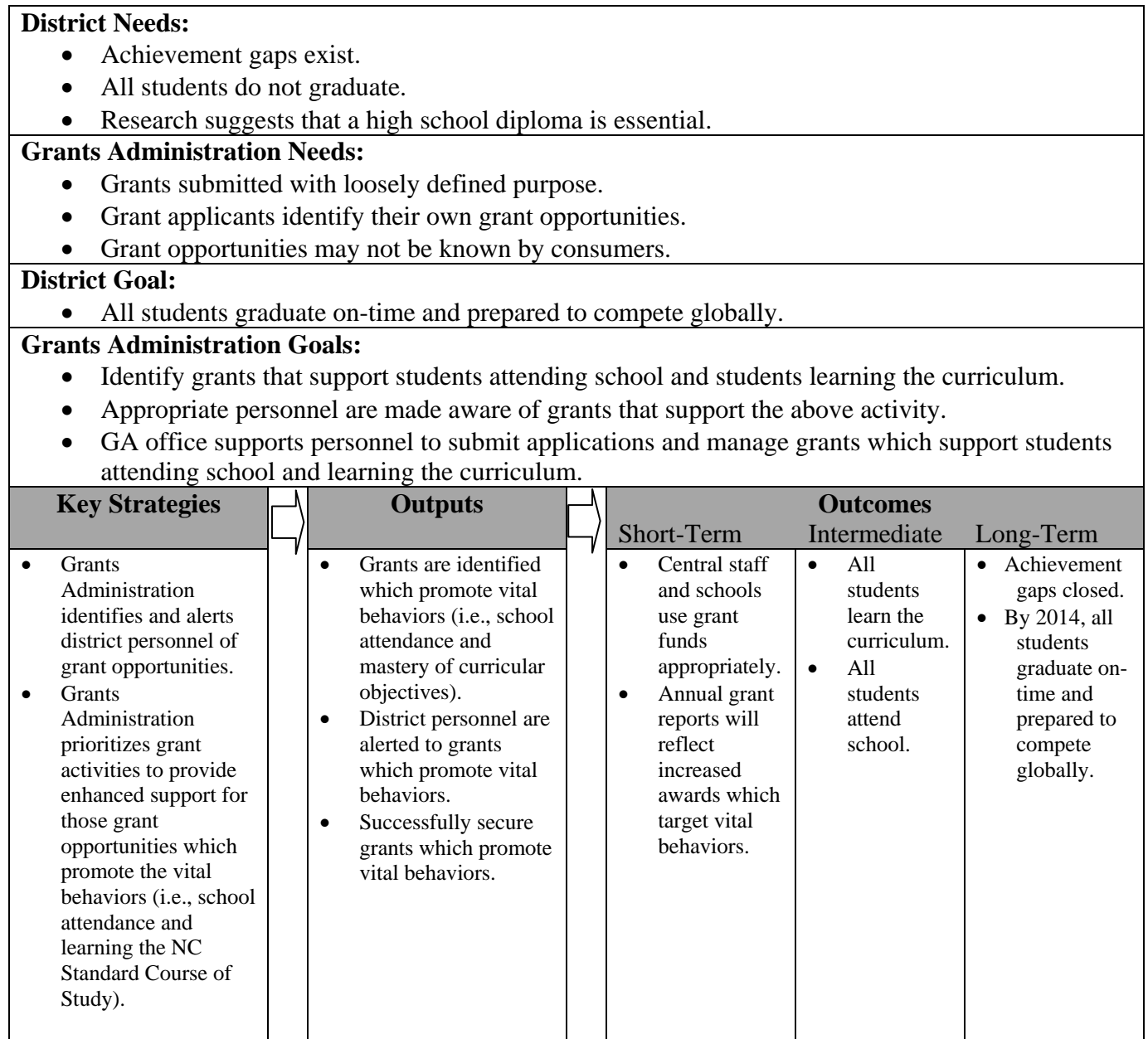
Our vision for the day-to-day operations in the GA Office is to align all activities in support of the Wake County Board of Education's Goal<sup>1</sup> "WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally." Per this goal, we proactively seek to identify funding streams that may provide support to programs or activities that promote the vital behaviors for student academic success; students attend school and students learn the North Carolina Standard Course of Study. Office staff will practice positive consumer relations and seek to provide a same-day response to inquiries for assistance. Office staff will also practice continuous improvement and seek to implement more efficient and effective means of providing service to the WCPSS community; including administrators, teachers, and external community agencies or organizations.

To guide the work of the Grants Administration and Compliance Reporting Office, staff developed a logic model (shown in Figure 1) in August 2008.

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<sup>1</sup> WCPSS Board of Education 2008-09 goal.

**Figure 1: Grants Administration Logic Model**



## **RESPONSIBILITIES**

A principle responsibility of the GA Office is to secure public and private funding through entitlement, competitive, and collaborative grant opportunities in ways that are consistent with school district priorities, applicable regulations, and relevant research findings. This responsibility includes the following functions:

- Identify grant funding opportunities and communicate these to WCPSS personnel;
- Advise the Wake County Board of Education of grant funding opportunities and secure approval to submit applications;
- Assist WCPSS personnel with preparing and submitting grant applications;
- Conduct training programs for WCPSS personnel on grant development and management;
- Interpret federal, state, and local rules and procedures governing grants;
- Monitor grant programs for compliance with program and statutory regulations and ensure compliance with federal and state data reporting requirements; and
- Work with appropriate departments including Curriculum and Instruction, Information Systems, Human Resources, Student Due Process, and Student Support Services to ensure that grant program data are collected, compiled, and reported in an accurate and timely manner to comply with federal and state reporting requirements.

## **PURPOSE OF ANNUAL REPORT**

Every year, the GA Office prepares a summary of grant development activities for the previous year. This report describes major accomplishments of the GA Office along with systemwide grant development activities during the 2008-09 school year. The report enumerates the number and variety of grant applications submitted to various funding sources by central services personnel, school-based staff, and others on behalf of WCPSS. Through this enumeration, the report is an account of the effort expended systemwide to prepare and submit grant applications, as well as the subsequent success with securing grant awards. The report is not a financial accounting of grants managed by WCPSS. The dollar amounts noted for grant applications and awards are based upon information collected from the WCPSS Budget Department, as well as figures reported to the GA Office by groups and individuals submitting grant applications.

## **THE YEAR IN BRIEF**

In 2008-09, the GA Office continued to help manage grants and compliance reporting activity. The following is a bulleted list of activities and accomplishments for the 2008-09 year that was included in the State of the Office Report.

**ACTIVITIES AND ACCOMPLISHMENTS: 2008-09****Administration**

- Supported Central Services grant programs with varied needs (e.g., Entitlement Grants, Title VII, Magnet School, Tennessee State University, SAS Centennial Middle School, and NC Quest).
- Continued to provide updates to the Grants Administration intranet web site.
- Assisted school-based and central service personnel with grant related requirements (e.g., Service Agreements, Reimbursement Requests, and Annual Reports).
- Administered federal Personnel Activities Reporting System (PARS).
- Continued revisions and program updates as appropriate to *Federal Grants Personnel Activity Reporting System* manual.
- Finalized development of the Federal Statement of Wages Report.
- Provided training to federal grant program directors on PARS and Equipment Disposal requirements as relayed per the North Carolina Department of Public Instruction.
- Completed annual update of Compliance Reporting Activity list.
- Completed Central Contractor Registration (CCR) annual renewal.
- Completed district update for Office of Civil Rights (OCR) 2008-09 Civil Rights Data Collection (CRDC) Report.
- Served on the Curriculum Management Audit (CMA) Committee Recommendation #7, Instruction.
- Coordinated Annual Meeting with Non-Public Schools and disseminated federally-funded professional development offerings to participating non-public schools.
- Gathered feedback on Grants Administration support to school-based staff and PARS through the Evaluation & Research Advisory Committee.
- Developed Blackboard course and a corresponding Camtasia video to provide training to district staff on grant policies and procedures.
- Chaired the subcommittee on Maximizing Time for Students.

**Pre-Award**

- Submitted the federal Impact Aid application.
- Submitted the Wake NC State University STEM Early College High School application to the North Carolina New Schools Project.
- Supported submission of the Indian Education application to the US Department of Education on behalf of Curriculum and Instruction Department.
- Supported submission of a collaborative application with the Town of Knightdale to the Governor's Crime Commission.
- Began monitoring for release of the American Recovery and Reinvestment Act (ARRA) funded 2010 Teacher Incentive Fund (TIF) Program grant.
- Began monitoring and preparing for an application for the 2010 Magnet Schools Assistance Program (MSAP) grant.

**Post-Award**

- Supported implementation of the Town of Garner Communities in Schools Grant at Garner Magnet High School.
- Continued to support Year 2 implementation of the John Rex Endowment Wake to Wellness Grant program in 15 elementary schools.
- Continued to support annual implementation of Wake County Human Services Support our Schools program in four middle schools.
- Supported implementation of the LSTA School Library Grant in three schools.
- Continued to support implementation of the 2007-10 Magnet School Assistance Program grant.

**Professional Development (Senior Director)**

- Attended training on Applying for and Managing Federal Grants.
- Attended training on Cost-Benefit Analysis.
- Attended training for Budget Manager Certification.
- Attended training on Oracle for Central Service Administrators.
- Attended training on the New Substitute Form Process.
- Attended training at the 2009 Magnet Schools of America Conference on the 2010 Magnet School Assistance Program grant.
- Participated in webinar training on the Family Educational Rights and Privacy Act (FERPA).
- Participated in webinar training on the American Recovery and Reinvestment Act grant opportunities.
- Participated in webinar training on professional learning teams (PLTs).
- Attended IN-House Test Administration Collaborative Team (IN...TACT) training for subsequent proctoring in schools.

**Professional Development (Compliance Reporting Specialist)**

- Attended training at the Support Staff Seminar.
- Attended training on Blackboard Basics and Beyond.
- Attended training on Managing Multiple Priorities.
- Attended training on Excel.

**Professional Development (Office Manager)**

- Attended training on Oracle (Admin Inquiry) for Central-Based Secretaries/Bookkeepers: The Basics.
- Attended training on eSchool Solutions Manager Certification.
- Attended training on the New Substitute Form Process.
- Attended training on Extending MS Word: Making Tables Work for You.
- Attended training on Excel Intermediate: Formulas and Linking.

**GRANTS ADMINISTRATION EFFORT AND SUCCESS**

The following tables provide details on the grant applications submitted in **2008-09**.

**Table 1**  
**Summary of WCPSS Grant Application Effort and Success for 2008-09**

Grant Type	Submitted		Awarded	
	Applications Submitted	Amount Requested	Applications Awarded	Amount Awarded
Collaboration	12	\$3,338,773	7	\$820,621
Competitive	247	\$14,261,192	167	\$1,769,123
Contract	1	\$73,600	1	\$73,600
Entitlement	16	\$86,026,541	16	\$85,826,863
<b>Total</b>	<b>276</b>	<b>\$103,700,106</b>	<b>191</b>	<b>\$88,490,207</b>

**Table 2**  
**Summary of WCPSS Grants by Area\***

Area	Number Awarded	Amount Awarded
Central	23	\$505,154
Eastern	12	\$159,301
Northeastern	22	\$40,984
Northern	21	\$32,554
Southern	41	\$249,361
Southwestern	32	\$268,727
Western	16	\$52,291
Central Services	25	\$87,181,834
<b>Total</b>	<b>192</b>	<b>\$88,490,207</b>

\*Note: For Table 2, a grant for two regions (Southern and Southwestern) was included in each region's "number awarded," and the "amount awarded" was split equally between the two regions.

**Table 3**  
**Summary of WCPSS Grants by Theme and Vital Behavior**

<b>Theme</b>	<b>Number Awarded</b>	<b>Vital Behaviors*</b>	<b>Amount Awarded</b>
Arts	4	C	\$5,900
Arts Education	3	C	\$750
Arts; Literacy; Field trips	1	C	\$2,500
Autism	1	C	\$1,171
Books	2	C	\$685
Career & Technical Education	1	C	\$131,333
Character Education	1	C	\$300
Character Education	1	C	\$1,250
Character Education and PE	16	C	\$36,560
Early Intervention	2	A & C	\$541,600
Field trips	11	C	\$6,800
Health & Fitness	6	C	\$534,611
Learning	17	C	\$21,899
Library	8	C	\$80,000
Literacy	7	C	\$1,352,521
Math/Science	3	C	\$2,250
Mathematics	1	C	\$150
Minority Support and Intervention	2	A & C	\$86,831
Miscellaneous mini-grants	37	C	\$23,338
Outreach for at-risk students	13	A & C	\$1,127,298
PE Equipment	1	C	\$1,000
Physical Education	5	C	\$4,225
Professional Development	4	C	\$19,730
Science Education	5	C	\$35,950
Student Support Services	11	A & C	\$82,882,242
Teacher supplies	15	C	\$5,198
Technology	13	C	\$1,584,115
<b>Total</b>	<b>191</b>	<b>-----</b>	<b>\$88,490,207</b>

\* Key: Attendance (A) and Learning the Curriculum (C)

**Table 4**  
**Summary of WCPSS Grants by Month**

Month	Number of Funding Agencies on Precis*	Number of Grants Submitted
July 2008	3	60
August 2008	5	33
September 2008	8	28
October 2008	15	45
November 2008	5	28
December 2008	12	15
January 2009	5	4
February 2009	12	10
March 2009	11	13
April 2009	4	10
May 2009	6	18
June 2009	15	12
<b>Total</b>	<b>101</b>	<b>276</b>

\*Note: For each month, funding agencies are counted only once even though they may fund multiple grants.

**Table 5**  
**Summary of WCPSS Grants by Funding Level**

Funding Level	Requested		Awarded		Not Awarded	
	Count	Amount	Count	Amount	Count	Amount
\$0 to \$499	73	\$20,911	63	\$16,754	12	\$4,065
\$500 to \$999	42	\$28,185	24	\$16,684	16	\$10,280
\$1,000 to \$4,999	83	\$180,528	49	\$95,914	35	\$86,092
\$5,000 to \$9,999	13	\$67,000	6	\$32,000	9	\$45,000
\$10,000 to \$24,999	19	\$229,890	15	\$184,890	3	\$30,000
\$25,000 to \$49,000	16	\$499,352	10	\$322,202	5	\$152,150
\$50,000 to \$99,999	2	\$159,600	3	\$220,388	0	-
\$100,000 to \$249,999	9	\$1,525,662	8	\$1,253,704	1	\$106,048
\$250,000 to \$499,999	7	\$2,486,314	5	\$1,954,714	1	\$310,000
\$500,000 to \$999,999	1	\$500,000	0	-	1	\$500,000
\$1,000,000 +	10	\$98,002,665	8	\$84,392,957	1	\$12,000,000
<b>Total</b>	<b>276</b>	<b>\$103,700,106</b>	<b>191</b>	<b>\$88,490,207</b>	<b>84</b>	<b>\$13,243,635</b>

## Notes:

- (1) The funding level requested count and amount may differ from the funding level awarded count and amount.
- (2) At the end of the fiscal year, one grant, with a requested amount of \$1.6 million, was still pending.
- (3) Applications were not submitted for 35 grants for the following reasons:  
The interested school did not pursue the grant or the grant was submitted proactively to the Board but no schools elected to apply.
- (4) Entitlement grants accounted for 16 of the grants awarded: Eight of them had award amounts exceeding \$1 million; the other 8 had awards ranging from \$40,000 to \$381,000.

**Summary of WCPSS Grants by Fund for 2008-09**

**Table 6  
2008-09 Fund 3 Federal Grant Funds - State**

<b>Source</b>	<b>Revenue Amount</b>
IDEA Title VI-B	\$20,644,408.00
ESEA Title 1 Basic Program	\$19,807,379.00
ARRA IDEA VI-B	\$14,584,430.00
ARRA Title I	\$8,228,009.00
IDEA Early Intervening Services	\$3,475,241.00
Title II Improving Teacher Quality	\$3,470,851.00
Title III Language Acquisition	\$1,434,827.00
Career Technical Education Program Improvement	\$1,281,185.00
ARRA VI-B Pre-School	\$574,049.00
IDEA VI-B Pre-School Handicapped	\$528,306.00
Title IV Safe and Drug Free Schools	\$365,013.00
Children with Disabilities Risk Pool	\$285,026.00
IDEA VI-B Capacity Building	\$276,335.00
Education Technology	\$186,635.00
Title IV 21st Century Community Learning Centers	\$135,000.00
Tech Prep Education	\$131,333.00
ARRA Child Nutrition Equipment	\$84,611.00
ESEA Title I School Improvement	\$75,000.00
Abstinence Education	\$67,565.00
State Improvement Grant	\$60,000.00
McKinney-Vento-Homeless Assistance	\$50,000.00
Learn and Serve America	\$14,000.00
<b>Total</b>	<b>\$75,759,203.00</b>

**Table 7**  
**2008-09 Fund 7 Direct Grant Funds**

<b>Source</b>	<b>Revenue Amount</b>
Magnet School	\$2,487,728.00
More at Four	\$457,600.00
Transition to Teaching	\$408,197.00
Smart Start Parents as Teachers	\$383,673.00
Elementary Counseling	\$374,155.00
Project Enlightenment	\$200,000.00
Athens Library	\$188,286.00
Wake to Wellness	\$161,858.00
Smart Start Transition	\$140,587.00
Smart Start Prevention Referral	\$114,178.00
Smart Start Outreach	\$108,510.00
Support Our Students	\$104,000.00
New School Project	\$103,412.00
Donations	\$96,023.00
Exceptional Children Assistance Center (ECAC)	\$69,500.00
Wake County Human Services	\$50,417.00
Indian Education Act	\$41,638.00
Emergent Literacy	\$31,181.00
LSTA School Library	\$30,000.00
SAS In-Schools Software	\$27,200.00
Science Energy Education	\$22,000.00
CIS Garner Magnet HS Grant	\$15,302.00
<b>Total</b>	<b>\$5,615,445.00</b>