

GRANTS ADMINISTRATION AND COMPLIANCE REPORTING



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

EVALUATION AND RESEARCH DEPARTMENT



January 2012

GRANTS ADMINISTRATION ANNUAL SUMMARY REPORT: 2009-10

Authors: Roger Regan, Ph.D. and Angie Wright, Ed.D.

MISSION

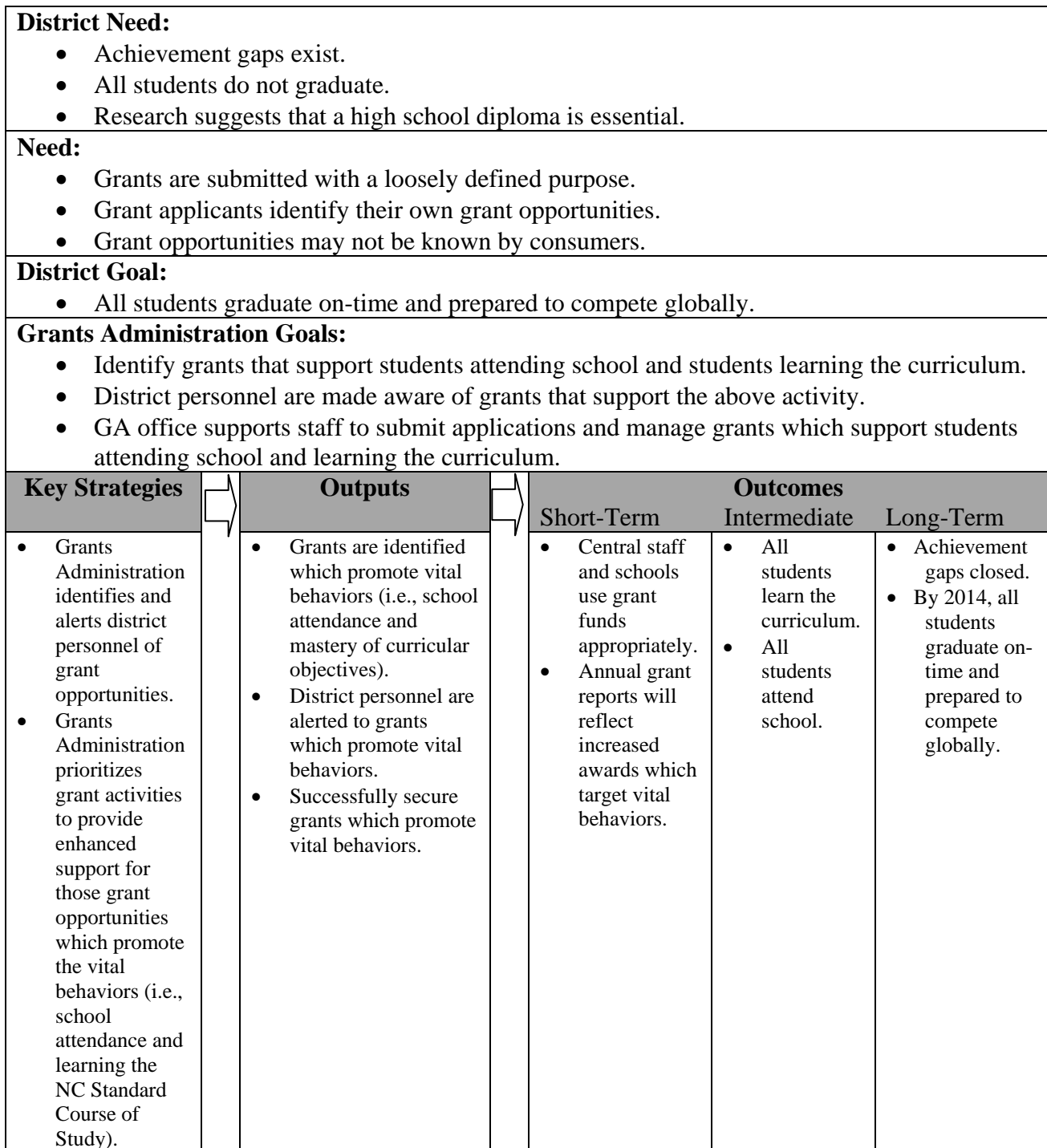
The Grants Administration and Compliance Reporting Office (GA) in the Wake County Public School System (WCPSS) was established during the 1985-86 school year. The mission of the office is to support district goals and initiatives through grant funding.

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 adopted December 2, 2008, "WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally." Per this goal, we will proactively seek to identify funding streams which could provide support to programs or activities which 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.

A logic model, shown in Figure 1 below, was developed in August of 2008 and guides the work of the Grants Administration and Compliance Reporting Office.

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 for WCPSS staff to submit applications;
- Assist district personnel with preparing and submitting grant applications;
- Conduct training programs for WCPSS staff on identifying and applying for grants;
- 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 is 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 2009-10 school/fiscal 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 district-wide 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 2009-10, the GA Office continued to help manage grants and compliance reporting activity. A bulleted list of activities and accomplishments for the 2009-10 year is included in the State of the Office Report as indicated below.

ACTIVITIES AND ACCOMPLISHMENTS: 2009-10

Administration

- Supported school-based grants development by visiting all 159 schools to discuss district-wide policies, procedures and individual grant needs. Subsequently, updated the School Grants Contact list to maintain active communications with school-based staff on updated Grant Alerts.
- Supported Central Services grant programs with varied needs (e.g., Entitlement Grants, LSTA Grants, Wake to Wellness Grants).
- Made presentations for school staff on early release workdays regarding *Identifying and Applying for Grants*.
- 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.
- Completed annual update of Compliance Reporting Activity list.
- Completed Central Contractor Registration (CCR) annual renewal.
- 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.
- Chaired the subcommittee on Maximizing Time for Students.
- Chaired the WCPSS Research Review Committee.

Pre-Award

- Submitted the 2011 federal Impact Aid application.
- Worked in collaboration with Magnet staff to develop and submit 2010 Magnet School Assistance Program (MSAP) application.
- Worked in collaboration with Central Services, Knightdale High School, and Green Hope High School staff to prepare and submit Lowe's Charitable and Educational Foundation Regional Grant application.
- Worked in collaboration with Wilburn Elementary School staff to develop and submit the 2010 Teacher Incentive Fund application.
- Collaborated with NC State University faculty to develop a needs assessment in preparation for the 2011 Teaching American History Grant competition.
- Worked with many external constituents (e.g., NC Department of Public Instruction, Wake County Human Services, YMCA, NC State University, Duke University, Shaw University, Meredith College and numerous non-profit agencies) on collaborative grant proposals (e.g., Bill & Melinda Gates Partners for Postsecondary Success, CDC

Communities Putting Prevention to Work, Mathematics and Science Partnership, Governor's Crime Commission, NC Dropout Prevention, US Department of Education Investing in Innovation i3, and National Science Foundation grants).

Post-Award Award

- Continued to support Year 3 implementation of the John Rex Endowment Wake to Wellness Grant program in 15 elementary schools.
- Supported implementation of the LSTA School Library Grant in eight schools.
- Continued to support implementation of the 2007-10 Magnet School Assistance Program grant.

Professional Development (Senior Director)

- Attended *Influencer* training.
- Participated in a webinar on revised OMB requirements.
- Attend training on how to use a SMART Board.
- Participated in a webinar on the NC Dropout Prevention grant.
- Attended training on the Race to the Top grant.
- Attended training at NC DPI on the 21st Century Community Learning Center grant.
- Participated in a webinar on the Magnet Schools Assistance Program grant.
- Attended training on test turn-in procedures with Testing staff.
- Attended WCPSS Hearing Officer training.
- Attended training on Wimba.
- Participated in a webinar on the Teacher Incentive Fund grant.

Professional Development (Compliance Reporting Specialist)

- Attended training on Introduction to Microsoft Office 2007.
- Attended training on HR Processes You Need to Know.
- Attended training on Excel Tips and Tricks
- Attended training on Test Monitoring with WCPSS Testing Office.

Professional Development (Office Manager)

- Attended training on Contract Review and Board of Education Policy 8361.
- Attended training on the updates to the New Substitute Form Process.
- Attended training on Microsoft Office.

GRANTS ADMINISTRATION EFFORT AND SUCCESS

The following tables provide details on the grant applications submitted in **2009-10**.

**Table 1
Summary of WCPSS Grant Application Effort and Success for 2009-10**

Grant Type	Submitted		Awarded	
	Applications Submitted	Amount Requested	Applications Awarded	Amount Awarded
Collaboration	13	\$8,061,000	5	\$2,194,110
Competitive	289	\$18,344,856	164	\$15,908,027
Contract	6	\$545,963	5	\$545,963
Entitlement	10	\$54,548,393	9	\$54,537,030
Total	318	\$81,500,212	183	\$73,185,130

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

Area	Number Awarded	Amount Awarded
Central	17	\$568,505
Eastern	8	\$37,813
Northeastern	28	\$539,190
Northern	22	\$34,217
Southern	29	\$67,339
Southwestern	38	\$227,863
Western	16	\$35,840
Central Services	25	\$71,674,363
Total	183	\$73,185,130

Table 3
Summary of WCPSS Grants by Theme and Vital Behavior

Theme	Number Awarded	Vital Behaviors*	Amount Awarded
Arts Education	8	C	\$34,210
Career & Tech Education	2	C	\$2,472,818
Early Intervention	4	C	\$460,756
Facility Enhancement	2	-----	\$7,700
Field trips	6	C	\$3,900
Foreign Language	1	C	\$30,000
Healthful Living	2	C	\$60,000
Instruction	8	C	\$50,221,913
Language Arts	1	C	\$975
Library Media	3	C	\$21,482
Literacy	3	C	\$6,000
Mathematics	4	C	\$735,221
Mathematics & English	1	C	\$12,377,950
Mathematics & Sciences	2	C	\$1,500
Miscellaneous	3	A & C	\$48,630
Miscellaneous Mini-grants	91	A & C	\$45,972
Outreach for at-risk students	10	A & C	\$493,883
Physical Education	3	C	\$4,700
Professional Development	7	C	\$5,214,073
Science	6	C	\$546,336
Science/Math	1	C	\$200
Supplies	1	C	\$500
Technology	14	C	\$396,413
Total	183	-----	\$73,185,130

* 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
Jun-09	2	21
Jul-09	5	84
Aug-09	9	67
Sep-09	6	14
Oct-09	2	10
Nov-09	10	14
Dec-09	7	8
Jan-10	14	25
Feb-10	10	23
Mar-10	13	25
Apr-10	7	17
May-10	2	2
Jun-10	3	8
Total	90	318

Notes

(1) 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	91	\$27,268	73	\$20,359	28	\$8,747
\$500 to \$999	56	\$36,197	25	\$17,018	28	\$18,458
\$1,000 to \$4,999	83	\$152,752	34	\$67,327	46	\$83,312
\$5,000 to \$9,999	27	\$143,085	13	\$65,010	14	\$71,075
\$10,000 to \$24,999	11	\$151,500	6	\$85,025	5	\$65,000
\$25,000 to \$49,000	7	\$200,000	7	\$245,270	3	\$85,000
\$50,000 to \$99,999	9	\$609,771	5	\$405,545	2	\$100,000
\$100,000 to \$249,999	11	\$1,686,179	5	\$791,376	5	\$775,000
\$250,000 to \$499,999	5	\$1,841,463	4	\$1,356,573	1	\$450,000
\$500,000 to \$999,999	3	\$1,500,000	2	\$1,039,000	2	\$1,000,000
\$1,000,000 +	14	\$75,151,996	9	\$69,092,627	4	\$14,300,000
NA	1	NA			1	NA
Total	318	\$81,500,212	183	\$73,185,130	139	\$16,956,592

Notes

- (1) The funding level requested count and amount may differ from the funding level awarded count and amount.
- (2) Applications were not submitted for 44 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.

Summary of WCPSS Grants by Fund for 2009-10

**Table 6
2009-10 Fund 3 Federal Grant Funds - State**

Source	Revenue Amount
ARRA Stabilization Funds	\$35,150,824
ESEA Title 1 Basic Program	\$30,463,455
ARRA IDEA VI-B	\$25,416,947
IDEA Title VI-B Handicapped	\$20,553,294
ARRA Title I	\$16,453,421
IDEA Early Intervening Services	\$5,825,038
Title II Improving Teacher Quality	\$4,684,806
Title III Language Acquisition significant Increase	\$1,816,323
Title III Language Acquisition	\$1,487,780
Career Technical Education Program Improvement	\$1,356,645
ARRA VI-B Pre-School	\$1,148,099
IDEA VI-B Pre-School Handicapped	\$439,207
Title IV - Safe and Drug Free Schools	\$433,256
IDEA VI-B Capacity Building	\$404,679
ARRA Education Technology Formula	\$388,341
Children with Disabilities Risk Pool	\$248,046
ESEA Title 1 School Improvement	\$236,716
Education Technology Formula	\$201,768
Career and Technical Education	\$131,333
Title IV 21st Century Community Learning	\$100,000
McKinney-Vento Homeless Assistance	\$99,850
State Improvement Grant	\$99,697
ARRA Title I School Improvement	\$92,301
ARRA Child Nutrition Equipment	\$84,611
ARRA McKinney Vento	\$83,068
Abstinence Education	\$5,523
Total	\$147,405,028

Table 7
2009-10 Fund 7 Direct Grant Funds

Source	Revenue Amount
Federal: Magnet School	\$4,336,064
Local: More at Four	\$741,997
Federal: Transition to Teaching	\$697,190
Federal: Elementary Counseling Demonstration Project	\$524,794
Local: Smart Start Parents as Teachers	\$375,430
Local: SAS In-Schools Software	\$372,508
Local: Athens Library	\$180,000
Local: Wake to Wellness	\$174,950
Local: New School Project	\$165,726
Local: Smart Start Transition	\$123,659
Local: Donations	\$110,555
Local: Smart Start Prevention/Intervention/ Referral	\$104,375
State: LSTA School Library Grant	\$80,000
Federal: Emergent Literacy Grant	\$59,419
Local: Exceptional Children Assistance Center (ECAC)	\$47,982
Federal: Indian Education Act	\$45,193
Local: Skills for Life	\$23,013
Local: CIS Garner Magnet HS Grant	\$14,500
State: Project Enlightenment Legislative Appropriation	\$12,947
Local: Spotlight on Students	\$2,600
State: Dropout Prevention Grant	\$598
Total	\$8,193,500