

# GRANTS ADMINISTRATION AND COMPLIANCE REPORTING



WAKE COUNTY  
PUBLIC SCHOOL SYSTEM

EVALUATION AND RESEARCH DEPARTMENT



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## GRANTS ADMINISTRATION ANNUAL SUMMARY REPORT: 2005-06

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The Grants Administration and Compliance Reporting Office (GA) in the Wake County Public School System (WCPSS) was established in the 1985-86 school year, following a review of WCPSS finance and administrative functions conducted by Arthur Andersen & Company. One finding of the review was that a dedicated grants administrative function "...*should be able to increase the monies made available to the WCPSS and avoid program mismanagement.*"

### MISSION

The mission of Grants Administration and Compliance Reporting is to support the fiscal and operational administration of grant-funded programs and to provide oversight of the district's preparation of proposals and reports submitted to external funding agencies.

### 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 2008 Goal "...95% of students in grades 3 through 12 will be at or above grade level as measured by the State of North Carolina End-of-Grade or Course tests, and all student groups will demonstrate high growth. Per this vision, we will proactively seek to secure new funding streams while providing support to existing grant programs. Office staff will practice positive customer 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, agencies and organizations, and the public at large.

## **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 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 Information Systems, Human Resources, Curriculum and Instruction, 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 in the 2005-2006 school year. The report enumerates the number and variety of grant applications submitted to various funding sources by central service personnel, school-based personnel 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 **success** with winning 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 2005-06, the Grants Administration Office continued to advocate for expanding staffing by way of submitting a business case to add a position of Senior Administrator, along with preparing a "State of the Office Report" that explained in further detail some of the challenges confronting the office. The business case was not approved for funding, and implications drawn from the State of the Office Report are that the Grants Administration Office is increasingly unable to support pre-award (proposal development) activities because of post-award (management and compliance) responsibilities. A bulleted list of activities and accomplishments for the 2005-06 year was included in the State of the Office Report as indicated below.

## **ACTIVITIES AND ACCOMPLISHMENTS: 2005-06**

### **Administration**

- Supported Central Services grant programs with varied needs (e.g., Abstinence Until Marriage, Diesel Oxidation, Support Our Students, Emergency Response).
- Accomplished 156 budget transfers and amendments totaling over \$6 million (through 5/29/06).
- Completed an awards bulletin board.
- Produced the Grants Administration annual reports for the previous three years: 2002-03, 2003-04, and 2004-05.
- Introduced procedures for briefing ISD Team on pending grant opportunities.
- Converted Grants Administration Intranet website to new formatting standards.
- Assisted various school-based personnel with budgetary issues (e.g., PO's, Direct Pays, Oracle, Contracts).
- Created and distributed first ever Grants Administration newsletter.
- Administered federal Personnel Activities Reporting System (PARS).
- Revised *Federal Grants Personnel Activity Reporting System* manual.
- Initiated development of the PARS Technical Manual.

### **Pre-Award**

- Submitted the federal Impact Aid continuation application.
- Supported submission of the Indian Education continuation application to the US Department of Education on behalf of C&I Department
- Supported submission of the Elementary Counseling proposal to the US Department of Education on behalf of the Counseling Office
- Supported submission of the NC Governor's Crime Commission proposal on behalf of the Counseling Office.
- Supported preparation of the Magnet Schools Assistance Program grant proposal to the US Department of Education on behalf of the WCPSS Magnet Schools Office.
- Accomplished registration with the federal Grants.gov website.
- Created and distributed 22 grant alerts for school-based personnel.
- Collaborated with the Raleigh Police Department on a number of grant proposals.

### **Post-Award**

- Secured a federal grant award for the Emergency Response and Crisis Management program.
- Supported implementation of the Facilities Research grant while functioning as budget manager for the grant award.
- Supported implementation of the Governor's Crime Commission grant at Lincoln Heights Elementary.
- Supported implementation of two 21<sup>st</sup> Century Community Learning Centers grant programs managed by Wake County Human Services and Southwest Wake YMCA.
- Supported implementation of the New Schools Project at East Wake High School.

**Professional Development**

- Participated in networking and cross-training activities with the Grants Information Network of NC.
- Participated in Thompson Publishing “Time and Effort Reporting for Federal Grants” teleconference.
- Participated in Thompson Publishing “How Grantees Can Use OMB’s ‘Compliance Supplement for Circular A-133 Audits’ for Audit Readiness.
- Attended National Grants Management Association annual conference.

**Other**

- Supported the E&R Testing Office with monitoring and pick-ups of EOC and EOG exams.
- Participated in E&R Quality Tools training.
- Participated in E&R climate committees.

**GRANTS ADMINISTRATION EFFORT AND SUCCESS**

The following table provides details on the grant applications submitted for 2005-2006.

**Summary of WCPSS Grant Application Effort and Success for 2005-2006 \***

<b>Grant Source</b>	<b>Grant Type</b>	<b>Applications Submitted</b>	<b>Applications Awarded</b>	<b>Funding Requested **</b>	<b>Funding Received ***</b>
County	Competitive	17	17	\$ 161,849	\$ 159,478
State	Collaboration	3	2	\$ 1,587,485	\$ 1,387,485
	Competitive	23	15	\$ 2,974,228	\$ 806,225
	Entitlement	5	5	\$ 4,479,125	\$ 4,479,125
Federal	Collaboration	2	1	\$ 2,508,402	\$ 10,000
	Competitive	9	4	\$ 8,615,882	\$ 1,319,738
	Entitlement	23	23	\$68,072,968	\$68,123,368
Private	Competitive	222	181	\$ 917,599	\$ 419,649
<b>Total</b>		<b>304</b>	<b>248</b>	<b>\$89,317,538</b>	<b>\$76,705,068</b>

\* *The information contained in the above summary table is produced by the Grants Administration office from data maintained in the Grants Access database. The data are dynamic—subject to change within and across years—and will likely differ depending on the time of year they are produced.*

\*\* *Figures in this column reflect the total of all years budgeted as submitted in the grant proposals.*

\*\*\* *Figures in this column reflect only the amount of funding received during the fiscal year associated with this report.*