

# GRANTS ADMINISTRATION AND COMPLIANCE REPORTING



WAKE COUNTY  
PUBLIC SCHOOL SYSTEM

EVALUATION AND RESEARCH DEPARTMENT



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## GRANTS ADMINISTRATION ANNUAL SUMMARY REPORT: 2006-07

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### MISSION

The Grants Administration and Compliance Reporting Office (GA) in the Wake County Public School System (WCPSS) was established during the 1985-1986 school year. The mission of the office 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 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, agencies and organizations, and the public at large.

## **RESPONSIBILITIES**

A principal 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 Information Systems, Human Resources, Curriculum and Instruction, 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 2006-07 school year. The report enumerates the number and variety of grant applications submitted to various funding sources by central services 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 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 2006-07, the Grants Administration Office continued to help manage grant and compliance reporting activity. A bulleted list of activities and accomplishments for the 2006-07 year was included in the State of the Office Report as indicated below.

## **ACTIVITIES AND ACCOMPLISHMENTS: 2006-07**

### **Administration**

- Supported Central Services grant programs with varied needs (e.g., Improving Teacher Quality, Smaller Learning Communities, Transition to Teaching, Life Skills Initiative, Language Acquisition, Title I Low Income).
- Accomplished 132 budget transfers and amendments totaling over \$4.8 million (through 6/25/07).
- Maintained awards bulletin board.
- Produced the Grants Administration annual report for 2005-06.
- Introduced procedures for briefing Instructional Services Division team on pending grant opportunities.
- Continued to provide updates to the Grants Administration intranet web site.
- Assisted various school-based personnel with budgetary issues (e.g., Service Agreements, PO's, Direct Pays, Oracle, and Budget Amendments/Transfers).
- Distributed Grants Administration newsletter.
- Administered federal Personnel Activities Reporting System.
- Continued revisions as appropriate to *Federal Grants Personnel Activity Reporting System* manual.
- Continued 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 Curriculum & Instruction 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 award-winning Renaissance Magnet Schools Assistance Program grant proposal to the US Department of Education on behalf of the WCPSS Magnet Schools Office.
- Created and distributed 96 grant alerts for school-based personnel.

### **Post-Award**

- Supported implementation of the Town of Garner Communities in Schools Grant at Garner Magnet High School.
- Continued support of two 21<sup>st</sup> Century Community Learning Centers grant programs managed by Wake County Human Services and Southwest Wake YMCA.

- Continued support of the New Schools Project at East Wake School of Health/Science, School of Integrated Technology, and School of Engineering System.

### **Professional Development (Senior Director)**

- Participated in networking and cross-training activities with the Grants Information Network of NC.
- Continued participation in Thompson Publishing “Federal Cash Management” teleconference.
- Continued participation in Thompson Publishing “Intersection of Fiscal and Program Requirements” for Federal Programs.
- Attended Magnet Schools Assistance Program Grant Application Conference.
- Attended New Technology High School Study Tour in Napa Valley, California.
- Attended 28th Annual National Grants Management Association Training Conference and Workshops.
- Attended Smaller Learning Communities meeting.
- Attended the Advance Learning Institute “Linking Performance Measures to the Budget in Government” seminar.

### **Professional Development (Office Manager)**

- Attended Oracle Updates training.
- Attended Introducing Oracle 11i training.
- Attended Basics of Bookkeeping for secretaries and bookkeepers training.
- Attended Fraud Awareness Training.
- Attended Purchasing and Accounts Payable: Direct Pays, Purchasing Cards and more training.
- Attended Tips for Managing an Effective School or Central Office training.
- Attended Customer Service: The Three Ports of Entry training.
- Attended 2006 Annual Meeting for Support Personnel.
- Attended eSchool Solutions Managers' Certification for 2006-07 training.
- Attended Access 2003 Intermediate workshop.
- Attended Excel Intermediate for Educators workshop.

### **Other**

- Continued participation in E&R Quality Tools training.
- Grants Administration staff participated in E&R climate committees.

**GRANTS ADMINISTRATION EFFORT AND SUCCESS**

The following tables provide details on the grant applications submitted in 2006-07.

**Table 1**  
**Summary of WCPSS Grant Application Effort and Success for 2006-07**

<b>Applications Submitted</b>	<b>Applications Awarded</b>	<b>Funding Received *</b>
250	198	\$53,203,710.00

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

**Summary of WCPSS Grants by Fund for 2006-2007**

**Table 2**  
**2006-07 Fund 2 Grants – Local Current Expense Fund**

NC State Project Quest	\$86,820.00
Project Enlightenment	\$50,000.00
LSTA School Library	\$42,966.00
Governor's Crime Commission	\$26,254.00
Emergent Literacy	\$23,508.00
Teacher on Loan	\$21,228.00
Professional Leave Outside agencies	\$9,974.00
Regional Teacher of the Year	\$8,739.00
SAS inSchools Software	\$397,150.00
Smart Start Parents as Teachers	\$356,430.00
Smart Start Prevention Referral	\$239,309.00
Project Enlightenment Self Support	\$155,000.00
Athens Library	\$177,731.00
New School Project	\$103,412.00
NCAE and Peace College Funded Positions	\$139,781.00
More at Four	\$75,460.00
Smart Start Transition	\$119,742.00
Smart Start Outreach	\$117,524.00
Support Our Students	\$104,000.00
Skills for Life	\$86,720.00

Exc. Child. Asst. Ctr. (ECAC)	\$73,600.00
Tennessee State University	\$55,000.00
Wake Co. Health Services Health	\$38,000.00
Professional Leave Outside agencies	\$33,197.00
Raleigh Police Dept. Lobby Guard Grant	\$33,131.00
Project Enlightenment General	\$20,000.00
Human Services Community Grant	\$15,000.00
CIS Garner Magnet HS Grant	\$13,523.00
21st Century Transportation Grant	\$3,168.00
Contract for Transportation Outside Agencies	\$1,404.00
<b>Total</b>	<b>\$2,627,771.00</b>

**Table 3**  
**2006-07 Fund 3 Federal Grant Fund - State**

IDEA Title VI-B	\$22,970,550.00
ESEA Title 1 Basic Program	\$14,862,508.00
Title II-Improving Teacher Quality	\$3,247,718.00
Voc Ed Program Improvement	\$1,220,615.00
Title III Language Acquisition	\$1,016,579.00
Safe and Drug Free Schools	\$386,458.00
IDEA V-B Pre-School handicapped	\$536,929.00
Title III Language Acquisition Significant Increase	\$406,735.00
Education Technology	\$152,784.00
IDEA VI-B Capacity Building	\$239,164.00
Title V Innovative Ed.	\$167,092.00
McKinney-Vento-Homeless Act	\$40,000.00
ESEA Title I School Improvement	\$89,077.00
Learn and Serve America	\$17,289.00
Children with Disabilities Risk Pool	\$311,159.00
Abstinence Education	\$104,123.00
Emergency Impact Aid	\$207,077.00
Emergency Impact Aid- IDEA	\$12,690.00
<b>Total</b>	<b>\$45,988,547.00</b>

**Table 4**  
**2006-07 Fund 7 Direct Grant Fund**

Elementary Counseling	\$375,858.00
Transition to Teaching	\$306,322.00
Project Quest	\$747,961.00
Carol M. White Physical Ed.	\$483,857.00
Indian Education Act	\$37,053.00
Emergency Response Plans	\$386,138.00
Mentoring Program	\$191,745.00
Early Reading First	\$1,141,394.00
Smaller Learning Communities	\$917,064.00
<b>Total</b>	<b>\$4,587,392.00</b>