

GRANTS ADMINISTRATION AND COMPLIANCE REPORTING



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

EVALUATION AND RESEARCH DEPARTMENT



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GRANTS ADMINISTRATION ANNUAL SUMMARY REPORT: 2007-08

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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 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 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 2007-08 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 2007-08, the GA Office continued to help manage grant and compliance reporting activity. In addition, the team experienced a personnel change when Dr. William Carruthers retired as Senior Director and Dr. Angie Wright was hired in June of 2008. A fuller list of activities and accomplishments for the 2007-08 year was included in the State of the Office Report as indicated below.

ACTIVITIES AND ACCOMPLISHMENTS: 2007-08

Administration

- Supported Central Services grant programs with varied needs (e.g., Entitlement Grants, Indian Education, Magnet School, NCSU Quest, and Tennessee State University).
- Accomplished 116 budget transfers and amendments totaling over \$7,444,195.36 (through 6/30/08).
- 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).
- 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 and Instruction Department.
- Created and distributed 14 grant alerts for school-based personnel.
- Attended 2 Dropout Prevention State meetings at North Carolina Department of Public Instruction.
- Supported submission of the John Rex Endowment Wake to Wellness grant.
- Supported submission of the NetWorks Basketball BC Character @ Work Through Physical Education grant.
- Supported submission of the IMPACTing School Leadership grant to NCDPI.
- Supported submission of the Gaining Early Awareness & Readiness for Undergraduate Programs grant.

Post-Award

- Supported implementation of the Town of Garner Communities in Schools Grant at Garner Magnet High School.
- Continued support of two 21st Century Community Learning Centers grant programs managed by Wake County Human Services and Southwest Wake YMCA.
- Supported implementation of the John Rex Endowment Wake To Wellness Grant program in 15 elementary schools.
- Supported submission of the NetWorks Basketball BC Character @ Work Through Physical Education grant.
- Supported implementation of the LSTA School Library Grant in 5 schools.
- Supported the Transition to Teaching grant.

Professional Development (Senior Director)

- Participated in networking and cross-training activities with the Grants Information Network of North Carolina.
- Attended the National Grants Management Association Board meeting.
- Continued Grantsmanship Center membership.

Professional Development (Compliance Reporting Specialist)

- Attended Wake Technical College Notary Public Certification training.
- Attended “Rock-N-Roll Customer Service” training.
- Attended Instructional Services Division Lunch and Learn meetings.
- Participated in networking and cross-training activities with the Grants Information Network of North Carolina.
- Attended E-School recertification training.

Professional Development (Office Manager)

- Attended Oracle training for Central-Based Secretaries/Bookkeepers: The Basics.
- Participated in CRISIS team meetings.
- Attended Instructional Services Division Lunch and Learn meetings.

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 2007-08.

**Table 1
Summary of WCPSS Grant Application Effort and Success for 2007-08**

Applications Submitted	Applications Awarded	Funding Received *
305	249	\$56,421,412.00

** 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 2007-08

**Table 2
2007-08 Fund 3 Federal Grant Funds - State**

IDEA Title VI-B	\$23,628,058.00
ESEA Title 1 Basic Program	\$16,761,217.00
Title II-Improving Teacher Quality	\$3,309,961.00
Voc Ed Program Improvement	\$1,288,937.00
Title III Language Acquisition	\$1,087,226.00
Title III Language Acquisition Significant Increase	\$631,984.00
IDEA V-B Pre-School Handicapped	\$492,904.00
Safe and Drug Free Schools	\$413,302.00
IDEA VI-B Capacity Building	\$298,220.00
ESEA Title I School Improvement	\$244,816.00
Children with Disabilities Risk Pool	\$239,868.00
Title V Innovative Programs	\$176,370.00
Education Technology	\$175,304.00
Abstinence Education	\$57,207.00
McKinney-Vento-Homeless Act	\$50,000.00
Learn and Serve America	\$14,017.00
Total	\$48,869,391.00

**Table 3
2007-08 Fund 7 Direct Grant Funds**

Magnet School	\$3,582,151.00
Smart Start Parents as Teachers	\$378,480.00
Elementary Counseling	\$365,920.00
Transition to Teaching	\$349,116.00
More at Four	\$247,150.00
Smart Start Prevention Referral	\$245,677.00
NCAE and Peace College Funded Positions	\$225,323.00
Emergency Response Plans	\$210,456.00
Project Enlightenment	\$200,000.00
Dropout Prevention	\$172,495.00
Athens Library	\$171,530.00

Wake to Wellness	\$145,891.00
Professional Leave Outside agencies	\$123,094.00
Smart Start Outreach	\$117,485.00
Early Reading First	\$116,658.00
Support Our Students	\$104,000.00
New School Project	\$103,412.00
Smart Start Transition	\$100,275.00
NC State Project Quest	\$86,820.00
LSTA School Library	\$80,000.00
Exceptional Children Assistance Center (ECAC)	\$73,600.00
SAS inSchools Software	\$65,222.00
Tennessee State University	\$55,000.00
Smaller Learning Communities	\$46,312.00
Skills for Life	\$45,000.00
Indian Education Act	\$39,289.00
Governor's Crime Commission	\$25,500.00
Emergent Literacy	\$20,000.00
CIS Garner Magnet HS Grant	\$18,372.00
Raleigh Police Department Lobby Guard Grant	\$16,008.00
NC United Arts Council	\$10,000.00
Professional Leave Outside agencies	\$9,974.00
CEFPI Where Children Learn	\$1,811.00
Total	\$7,552,021.00