OFFICE OF THE SUPERINTENDENT

LEGISLATIVE REPORT

SUBJECT: Relating to the Federal Grants Revolving Fund

REFERENCE: Section 302A-1405, HRS

ACTION REQUESTED: Annual report to the Legislature

DOE REPORT:
Introduction: Section 302A-1405, HRS requires DOE to annually report to the Legislature on the status of the federal grants search, development, and application revolving fund including but not be limited to a list of the grant applications to the federal agencies and the grant awards received. Refer to Attachment A: Introduction Pages 2-4.

Findings: See Attachment B: Findings, Page 5.

RECOMMENDATIONS: The Department recommends that these funds continue to be used for the intended purpose, to search for discretionary grants and develop program applications to secure additional revenues for the Department. In addition, the Department shall continue efforts to build capacity to effectively administer and report on grant funds. The Department shall monitor the revolving fund deposits to ensure there are sufficient funds available to support these initiatives.

Kathryn S. Matayoshi
Superintendent
Department of Education

Date

NOV 26 2013

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER
Attachment A: Introduction

DOE REPORT:  

Introduction: The revolving fund revenues are derived from indirect costs reimbursements from federal discretionary grants. The following table shows the breakdown of allocations and expenditures for Fiscal Year 2012-2013:

<table>
<thead>
<tr>
<th>Funds</th>
<th>Allocation</th>
<th>Expenditures*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Personnel Services)</td>
<td>$406,516</td>
<td>$367,029</td>
</tr>
<tr>
<td>A1 (Other Personnel Services)</td>
<td>$162,894</td>
<td>$144,388</td>
</tr>
<tr>
<td>B (Other Current Expenses)</td>
<td>$1,737,491</td>
<td>$6,766</td>
</tr>
<tr>
<td>C (Equipment)</td>
<td>$29,530</td>
<td>$1,899</td>
</tr>
<tr>
<td>TOTAL*</td>
<td>$2,336,431</td>
<td>$520,083</td>
</tr>
</tbody>
</table>

*Figures were rounded to the nearest dollar.

"A" and "A1" funds were used for six temporary positions (i.e., Grant Resource Developer, Grant Writers and Administrative) to build capacity in the Department to seek, secure, monitor and report on grant funds. The positions coordinated the following grant search and development initiatives and capacity building efforts:

(1) HIDOE Grants Management System:

The new online Grants Management System (GMS) with expanded features and greater security and accessibility was completed and launched in June 2012. The GMS consists of two parts: the GMS Website and the GMS Project Site.

The public facing GMS Website provides a searchable database of vetted funding opportunities (235 listed as of 6/30/13) and also provides grant writing resources, documentation, tutorials, and relevant links updated daily as new opportunities become available. The Grants Management System also serves as the Department's single point of contact for federal and nonfederal grant submissions.

The Grants Management Team (GMT) also acts as the Department's Authorized Organizational Representative (AOR) for the purpose of submitting federal grants through the Grants.gov portal. As AOR the grant staff reviews grant applications for inclusion of allowable indirect costs and to ensure appropriate Department approvals.

(2) Direct Assistance with Grant Applications

The GMT provides HIDOE faculty and staff with a range of grant related assistance including grant search, proposal development, budget development, editing and submission at the school, complex, and system wide levels. Some of the assisted projects included:
Attachment A: Introduction

1. Department of Defense Education Activity (DoDEA) - Office of Economic Adjustment, Hale Kula Construction Grant (CFDA# 12.2013) -- HIDOE School Facilities Department ($26,560,000 awarded).


4. Center for Disease Control and Prevention (CDC), Promoting, Adolescent Health through School-based HIV/STD Prevention (CFDA# 93.079) -- HIDOE Office of Curriculum Instruction and Student Support ($56,000 awarded).

5. Department of Defense Education Activity (DoDEA), Military-Connected Academic and Support Programs (MCASP) Promoting K-12 Student Achieve at Military-Connected Schools (CFDA# 12.556), (2 awards pending funding availability Complex Area / Windward, $1,604,000 and HIDOE Office of Curriculum Instruction and Student Support, $1,890,000).

With increasing budget cuts for discretionary grants at the federal level, non-federal grants became an important funding source during 2012-2013. The Grants Management Team provided technical assistance to grant applicants for both national and local foundations including:

6. Hawaii Community Foundation, “Connecting for Success” grant – approximately $4,950,000 awarded to 11 HIDOE middle schools. Schools receiving up to $450,000 per school over 3-years include: Oahu schools: Central Middle, Dole Middle, Ewa Makai Middle, Stevenson Middle, Waimanalo Elementary; Hawaii Island schools: Kealakehe Intermediate, Hilo Intermediate, Pahoa High and Intermediate, Waiakea Intermediate; also Iao Intermediate School on Maui and Waimea Canyon Middle School, Kauai.

7. American Forestry Foundation Project Learning Tree (PLT) Green Schools Program -- Kipapa Elementary School ($11,000 awarded).
Attachment A: Introduction

8. Hawaii Public Schools Foundation, Good Idea Grant – Grants Management Team assisted teachers with several proposals. Waikiki Elementary awarded two grants totaling $6,000.

9. Office of Hawaiian Affairs, Improving Middle and High School Testing Scores of Native Hawaiians- assisted Waiakea High School to submit proposal for 3-year funding of $233,520.84.

(3) Capacity Building Grant Program

The purpose of the Capacity Building Grant (CBG) Program is to support grant writing efforts by teachers and administrators in the school system. Grant awards up to $1,000 are allocated to school level grant writers by competitive application to defray grant writing costs, i.e., hiring substitute teachers, printing, postage, travel, hiring consultants, coordination of a writing team, or grant writer training, and must culminate in a written and submitted grant proposal that has been accepted by the funder. The following schools received CBG grants.

1. $1,000 awarded to Waikiki Elementary for submission of grants to Patagonia and Target Foundations.

2. $900 awarded to Waikiki Elementary for submittal of 7 Good Idea Grants for Waikiki, Wilson, and Kahala Elementary Schools. Received two $3,000 awards for a total of $6,000.

(4) Outreach

The GMT strives to build collaborative relationships within the Department, and with the nonprofit community and sister state agencies to identify funding opportunities that are consistent with the Department’s goals.

The GMT assisted the Hawaii Department of Health, Wellness Plan Award Program with the solicitation and distribution of $160,000 in awarded funds to HIDOE schools.

The GMT provided technical assistance to the Hawaii Community Foundation Review Committee for the Connecting for Success grant program, helping to develop the Request for Proposal (RFP) and reviewing and ranking submitted applications.
Attachment B: Findings

Findings:

The Finance and Infrastructure Committee on Budget and Fiscal Accountability continues to closely monitor federal grant funds administered by the Department.

The revolving fund initiatives have effectively increased grant search and development efforts.

The Department has identified the need to strengthen communication, coordination, administration, allocation, fiscal reporting and compliance monitoring of federal grant funds.

The Department plans to utilize the revolving fund positions and resources to:

- Enhance the federal funds monitoring tools and fiscal reports.
- Implement training on the Grants Management System which will track discretionary grant applications and the subsequent grant awards received.
- Provide enhanced technical assistance to grant applicants using the new Grants Management System (GMS) powered by HIDOE’s SharePoint 2010 platform.
- Provide technical assistance to increase the Department’s capacity to seek, secure, monitor and administer grant funds.
- Develop tools and offer training opportunities for staff to enhance appropriate and timely expenditure of federal funds, maximize resources, minimize lapsed funds, and ensure programmatic and fiscal compliance.
- Increase awareness of:
  - external grant opportunities available (grants website, newsletter, outreach), and
  - DOE Grants Team, along with tools, resources, and information available.
- Gather feedback and suggestions from school-level personnel on what types of information, guidance, and resources would be most helpful.
- Continue the Capacity Building Grant program to provide monetary subsidies for grant writing efforts.
- Increase outreach activities in order to build strategic relationships with the funding community, nonprofits and state agencies.
- Streamline access to HIDOE data, research, evaluation, and FERPA compliance information essential to proposal development and project implementation.